



---

# City of Cincinnati

## Department Guide

---





# City of Cincinnati

## Department of Buildings & Inspections

### Department of Buildings & Inspections

The mission of the Buildings & Inspections (B&I) Department is to protect the health and safety of the citizenry by ensuring the quality and integrity of the City's housing stock; to promote economic development by maintaining the quality of commercial construction; and to enforce the laws and codes established to further these goals. The City of Cincinnati, Department of Buildings & Inspections affirms that the most appropriate manner in which to fulfill its mission is through partnership with the building community, whether private homeowners, commercial developers, or design professionals. B&I is comprised of the Office of the Director, the Existing Building Inspections Division (EBID), and the Business Development and Permit Division (BDPD).

- **Existing Building Inspections Division (EBID):**

The Existing Building Inspections Division is charged with the administration of codes and inspection of existing housing and housing alterations, concentrated code enforcement, zoning code enforcement, elevator inspections, and the demolition and barricading of nuisance buildings. Other activities include inspection of ongoing remodeling and repair of existing residential buildings.

- **Business Development and Permit Division (BDPD):**

The Business Development and Permit Division (BDPD) is responsible for the issuance of licenses and permits, the inspection of all new construction, alterations, additions, as well as, related plumbing and mechanical work. The duties of the BDPD includes the examination of plans to ensure that they comply with the requirements of the Zoning Code and the Building Code and the handling of appeals on building and zoning code enforcement. The BDPD Division is also responsible for the daily operations of the Business Development and Permit Center, which opened on April 26, 2004. A permit applicant can now expect to have a response on the feasibility of a project in less than 45 minutes.

The Business Development and Permit Center has four stated purposes:

1. To offer an enhanced, simplified, and streamlined building permits process for customers. All permits which involve development and building construction are expected to be issued at the Center, including: building permits (B&I); water tap permits/meters (GCWW); street use, street contractors license, barricade, equipment, street opening, and all opening permits (DOTE); underground/above ground tank permits/use permits (CFD); sewer tap, storm, and special permits associated with building permits (MSD); certificates of appropriateness (CD&P); and, subdivision permits (CD&P).
2. To serve as an information clearinghouse for all development incentive programs with particular attention to those programs offered by the Economic Development Division and the Community Development & Planning Department.
3. To act as the City's coordinator for pre-development consultation services.
4. To advocate for, and facilitate approved development projects through final completion.



# City of Cincinnati

## Department of Buildings & Inspections

---

**Department of Buildings & Inspections**  
**3300 Central Parkway**  
**Cincinnati, OH 45225**

### Key Contacts

Office of the Director .....	352-3260
William V. Langevin, Architect, C.B.O., Director	
Existing Building Inspection Division.....	352-3275
Ron Thomas, Assistant Director	
Business Development & Permit Division ... ..	352-3271
Amit Ghosh, Business Development & Permit Manager	
Zoning Information .....	352-3273



# City of Cincinnati

## Cincinnati Fire Department

---

### Cincinnati Fire Department

The Cincinnati Fire Department (CFD) was organized in 1853 and is the nation's oldest fully paid professional fire department. Currently, it currently operates with 813 uniformed personnel with a total staff of 885 employees. A fire recruit class of an additional 30 uniformed personnel will be graduating on June 30<sup>th</sup> of this year.

The CFD provides comprehensive emergency response services that include answering calls to fires, medical emergencies, hazardous materials incidents, explosive and hazardous devices, aircraft emergencies, situations involving weapons of mass destructions, and service requests requiring technical rescues. It also performs fire code enforcement, fire prevention and life safety inspections, public fire education, fire cause and origin investigations, juvenile fire-setters education, environmental crimes investigations, and a myriad of outreach programs designed to reduce death, injuries, and property damage caused by fires.

The Fire Department's 2005 budget was \$60.5 million. The Fire Department's 2006 budget is \$57,276,430 for Personnel (salaries) \$7,067,720 Non-Personnel (supplies) Total = \$ 64,344,150. The Fire Department is headed by the Fire Chief, who has four Assistant Fire Chiefs who are responsible for four functional areas (bureaus) of the Department: Administrative, Operations (Fire Suppression and EMS), Human Resources, and Fire Prevention. The department operates out of 26 fire stations and two administrative office locations. Uniformed employees of the CFD are represented by the International Association of Fire Firefighters (IAFF)-Local 48.

The Department provides the bulk of its services through its Operations Bureau, which is divided into four fire districts. Within that bureau there are 26 fire stations that house 26 engine companies that respond to fires, emergency medical service (EMS) incidents and other types of emergencies. Half are paramedic engine companies and the other 13 are basic life support (BLS). There are also 13 ladders companies that respond to emergencies and all of them provide basic life support services. In addition to those units, there is a heavy rescue unit, an aircraft rescue and firefighting unit at Lunken Airport, six basic life support ambulances, and four advanced life support rescue units (ALS), paramedic field supervisors, and four fire districts, staffed by chief officers, that provide daily supervision of all services provided in their respective districts.

The CFD responded to over 65,000 requests for service in 2005 of which 82% were EMS related. Total service requests decreased by less than 1% over the previous year. The Fire Department continues to see an increase in EMS responses and corresponding decrease in fire/rescue responses. In over 80% of calls, the average response time, from dispatch to arrival on the scene, is less than five minutes.

The CFD will continue to seek new methods and ideas to improve and increase the level of services provided to the citizens of this community. It will continue to provide its hallmark prompt, courteous and professional service that is consistent with the CFD's tradition and the City of Cincinnati's high standards.



# City of Cincinnati

## Cincinnati Fire Department

### Cincinnati Fire Department Key Contacts

Questions about:	Contact Person	Phone Number	Assignment
Major changes within the department or significant emergency incidents	<b>Robert Wright</b>	352-6220	Fire Chief
Fire Company Operations and Service Levels.	<b>Chris Corbett</b>	564-1742	Asst. Chief of Operations Bureau
Fire Department "Safe House" availability, firefighter demonstrations, home fire prevention inspections	<b>Will Jones</b>	564-1743	District Chief of Operations
Emergency medical service (EMS) problems	<b>Denny Clark</b>	357-7511	District Chief EMS
Special Events, Permits and Licenses for Facility for Public Assembly, Public Assembly Permits.	<b>Joe Wolf</b>	352-3970	Special Events Captain
Firefighter selection, training, discipline, and evaluations. EEO complaints and referrals, affirmative action, diversity, disciplinary hearings, labor issues.	<b>Mose' Demasi</b>	564-1741	Asst. Chief of Human Resource Bureau
Customer service complaints	<b>Richard Ransick</b>	352-1681	Captain of Internal Investigations Unit
Firefighter wellness, safety policies and procedures	<b>Ron Texter</b>	352-2565	District Chief of Safety & Risk Mgmt.
Fire recruit training and firefighter training	<b>Thomas Lakamp</b>	357-7502	District Chief of the Training Center
Fire recruitment and fire cadet appointments	<b>Harold Wright</b>	352-1684	Lieutenant of the Recruiting Unit
Request to interpret the Fire Code and or make revisions to the Fire Code. Law and Public Safety Committee Liaison. Life safety inspections.	<b>Bob Kuhn</b>	352-2361	Assistant Chief of Fire Prevention Bureau
Fire code inspections for special occupancies, Fire Code Board of Appeals, coordinated reports, and fire reports.	<b>Fred Prather</b>	357-7595	District Chief of Fire Prevention Bureau
Illegal spills, accidental discharges or dumping of hazard wastes.	<b>Duane Herth</b>	263-8064	District Chief of the Environmental Crimes Unit

Fire code enforcement and fire prevention. Dance Hall Licenses. Housing court. Special inspections.	<b>Bill Long / Bob Becker</b>	352-7596 352-7597	Captain of Fire Prevention Bureau
Fire investigations. Juvenile Firesetter program.	<b>Dan Rottmueller</b>	352-1685	Captain of the Fire Investigation Unit
Claims for Damage to Property. Concerns about fire department infrastructure.	<b>Michael Kroeger</b>	352-6225	Assistant Chief of Administration Bureau
Fire Company and EMS dispatching issues.	<b>Roy Winston</b>	263-8170	District Chief of Dispatch & Communications
The status of the department fleet of vehicles	<b>Thomas Thomas</b>	591-5001	Captain of Apparatus, Equipment & Water
Budget, expenditures, contract services	<b>Maria Menke</b>	352-6222	Fire Chief's Office
Requests for General Information. Employment verification.	<b>Kim Drummonds</b>	352-6242	Fire Chief's Office







# City of Cincinnati

## Cincinnati Police Department

### Cincinnati Police Department

The Police Department is the primary law enforcement agency of the City, existing under provisions of Article IV, Section 3, of the Administrative Code of the City of Cincinnati. The primary responsibilities of the Police Department are:

- Prevention of crime
- Protection of life and property
- Suppression of criminal activity
- Apprehension and prosecution of offenders
- Regulation of non-criminal conduct
- Preservation of public peace

Under the command of the Police Chief, the Police Department's responsibilities are divided among five bureaus: Patrol, Resource, Investigations, Administration, and Information Management.

#### MISSION STATEMENT

The mission of the Cincinnati Police Department is to work in partnership with the citizens of the community to provide a safe environment where the quality of life may be improved through the delivery of fair and impartial police services.

#### VALUES

We value human life and dignity.

We value integrity as the basis for community trust.

We value the fair and impartial enforcement of Federal, State, and Local Laws and the rights of the accused.

We value professional excellence.

We value all members of the Department, both sworn and civilian.

#### EXECUTIVE OFFICE

The **POLICE CHIEF** is responsible for Police Department operations. The Chief coordinates, organizes, directs, and controls activities. The Chief also implements policy and makes necessary personnel and procedural changes to ensure the effective operation of the Department. The Bureau Commanders, the Police Relations Section Executive Manager, the Public Information/Executive Officer, and the Administrative Assistant are directly accountable to the Police Chief.

The **POLICE RELATIONS SECTION**, directed by an Executive Manager, is responsible to the Police Chief for developing policy as it relates to public safety and policing issues. Areas of responsibility and focus include community relations. This section is also responsible for the City and Department implementation and compliance with the terms and conditions contained within the U.S. Department of Justice Memorandum of Agreement and the Collaborative Agreement. The Executive Manager of Police Relations Section serves as the Cincinnati Police Department Compliance Coordinator for the U.S. Department of Justice Memorandum of Agreement and Departmental liaison to the Independent Monitor.

The **Community Relations Unit** provides assistance to the Executive Manager of Police Relations on activities and projects that facilitate the implementation of the terms and conditions of the U.S. Department of Justice Memorandum of Agreement and Collaborative Agreement. The unit is responsible for coordinating community involvement in Police Department operations with the goal to reduce crime and improve citizen and police safety.

The **EXECUTIVE OFFICER** is a lieutenant who serves as an aide-de-camp to the Police Chief. He becomes familiar with the daily activities of the command staff, including their decision making process and operating procedures. He attends staff and special meetings, reviews and coordinates written correspondence and performs other duties as directed by the Police Chief. He is also in charge of the Public Information Office.

**Public Information Office** is the Department's liaison with the media. This office prepares press releases and facilitates general and internal Police Department communications.

The **ADMINISTRATIVE ASSISTANT** coordinates Department affairs affecting the Police Chief's Office. The Assistant is the liaison between the Police Chief, Bureau Commanders and other City agencies. The Assistant attends staff and special meetings, reviews and coordinates written correspondence, and performs other duties as directed by the Police Chief. The Assistant also serves as the contact person for the various community and business groups. A non-sworn Administrative Specialist fills this position.

## **PATROL BUREAU**

This bureau, commanded by an assistant chief, performs all primary police functions. Bureau personnel respond to citizen requests for police assistance, enforce criminal and traffic laws, investigate criminal activity, take offense reports and regulate non-criminal conduct. It consists of the five police districts, a Night Chief, Patrol Administration, Community Oriented Policing, Special Services Section and SWAT.

**DISTRICTS:** The City of Cincinnati is divided into five police districts, each commanded by a captain who is responsible for operations and personnel deployment. Police officers assigned to the districts for uniform patrol activity are generally divided into three fixed shifts. Each shift is commanded by a lieutenant. The first shift has starting times of 0600 and 0700 hours. The second shift has starting times of 1300, 1400, or 1500 hours, depending on service demands of that district. The third shift has starting times of 2200 or 2300 hours.

The second shift is supplemented by an early power shift and has a starting time between 1000 and 1300 hours. Third shift is supplemented by a late power shift and has a starting time between 1900 and 2100 hours. This increases field strength during early afternoon and evening hours when the service demand is higher.

The districts provide uniformed patrols in a variety of ways. In addition to marked vehicle and foot patrols, each district contains a Mountain Bike Squad. These officers provide a full range of police services. The district efforts are supplemented by mounted and canine patrols.

Each district has an investigative unit commanded by a lieutenant. This unit investigates crimes occurring within the district. When necessary, the unit coordinates these investigations with the Criminal Investigation Section (CIS) of the Investigations Bureau.

Each district fields a Neighborhood Squad, which is supervised by a sergeant with officers assigned to each individual neighborhood. These officers perform the full range of police duties in addition to serving as a liaison with the community. The neighborhood officer is the linchpin of the Community Oriented Policing effort.

Each district fields a Violent Crimes Squad (VCS) consisting of seven officers and a sergeant. VCS officers concentrate on responding to and investigating reports of violent crimes. They also serve outstanding warrants to arrest and incarcerate the subjects committing these violent crimes.

Each district assigns officers to perform specialized law enforcement tasks that include crime prevention, community relations, vice enforcement activities, traffic control, crime analysis and warrant service.

**Event Planning Unit**, commanded by a lieutenant, plans for police presence at special events, coordinates the response of all City Departments and handles permits. As the vast majority of these major events occur in the downtown and riverfront area, the Event Planning Unit is organizationally placed in District One. Should a major event occur in another district, the Event Planning Unit assists that district's personnel in ensuring a proper police presence is maintained.

**Downtown Services Unit** is commanded by a lieutenant and staffed with personnel who are responsible for the policing of the Central Business District. Uniformed patrol officers who are assigned to this unit provide a police presence to the Downtown neighborhoods. Through the use of foot, bicycle, and motorcycle patrols, officers are able to interact with downtown merchants, residents and customers.

The **NIGHT CHIEF** is responsible for providing a command presence for the Police Department during the evening and overnight hours. This captain position carries Department-wide responsibilities.

**PATROL ADMINISTRATION**, commanded by a captain, coordinates and reviews reports and other information submitted by the districts and Night Chief. The commander serves as the deputy commander/administrative liaison for the Patrol Bureau and, for administrative purposes, supervises the COP Coordinator.

**Community Oriented Policing (COP) Coordinator** is a lieutenant responsible for the progression of the COP philosophy in the Department. The COP Coordinator guides the districts' COP sergeants and neighborhood officers as they work to develop neighborhood based collaboratives with citizens. The COP Coordinator serves as the clearinghouse for information on community policing.

**SPECIAL WEAPONS AND TACTICS (SWAT) COORDINATOR**, is a lieutenant responsible for supervising all SWAT officers and SWAT activities. All SWAT officers have full time responsibilities in the various districts, sections and units. SWAT trains as a unit on a regular basis and responds to hostage, barricaded person and other high-risk situations as needed. SWAT is composed of two elements - Tactical and Negotiations. These units complement each other and both report to the SWAT Commander.

**SPECIAL SERVICES SECTION**, commanded by a captain, is responsible for the Park Unit, Canine Squad, Mounted Squad, Youth Services Unit, Drug Abuse Resistance Education (DARE) Squad, School Resource Officer (SRO) Squad and the Traffic Unit.

**Park Unit**, commanded by a lieutenant, is responsible for patrol of the City's 141 park areas, which encompass 4,765 acres of land. This unit is committed to providing a more visible police presence and improving safety in City parks. Other responsibilities include response to citizen requests for assistance, enforcement of criminal and traffic laws, regulation of non-criminal conduct, reporting incidents and offenses, investigation of criminal activity and enforcement of park rules. The Park Unit is responsible for the planning and coordination of events in the parks. The Park Unit Commander is also responsible for the supervision of the Canine and Mounted Squads.

**Canine Squad**, supervised by a sergeant, is responsible for assisting district officers in high-risk search situations. On a cooperative basis, in conjunction with the mutual aid agreements, the canine teams can be used by other police agencies within Hamilton County, with approval of a command officer.

**Mounted Squad**, supervised by two sergeants, directs all equestrian activities including scheduling, training, stable management, veterinary and farrier services. The Mounted Squad provides an added dimension to policing: visibility, mobility and travel into areas not accessible by any other vehicles. Mounted Squad officers patrol all areas of the City, including the downtown business district, with emphasis on Fountain Square and the Central Riverfront. The unit is also available to provide special services to the districts upon request.

**Youth Services Unit**, commanded by a lieutenant, is responsible for the administration and services related to juveniles. Youth Services Unit includes the Drug Abuse Resistance Education (DARE) Squad and School Resource Officer (SRO) Squad. This unit is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in or supporting the agency's juvenile operations function is shared by all agency components and personnel.

**DARE Squad**, supervised by a sergeant, is responsible for implementing and coordinating the DARE program. Kindergarten through eighth grade classes are instructed by police officers in all Cincinnati public schools and selected private schools. Fundamental courses are given to kindergarten through fourth grade students. The core of the program is taught to fifth grade students and upon successful completion they graduate from the DARE course. Reinforcement classes are then given to students in grades six through eight.

**School Resource Officer (SRO) Squad**, supervised by a sergeant, consists of uniformed personnel working in the schools providing community police services to the school population.

**Traffic Unit**, commanded by a lieutenant, is responsible for coordinating the Department's traffic efforts. It has staff supervision over the Department's selective enforcement program and other specialized traffic related programs. The responsibilities of this unit include radar and intoxilyzer training and certification, fatal accident investigation, assisting the Federal Aviation Administration (FAA) and the Ohio State Patrol (OSP) in aircraft crash investigations and assisting the Ohio Department of Natural Resources (ODNR), Division of Watercraft, in boat crashes. The unit also acts as a liaison and an implementation site for state programs such as the seat belt and

holiday drunk driving programs. The unit supervises and coordinates private police officers, school crossing guards and the Public Vehicles/Private Police Squad.

## **RESOURCE BUREAU**

This bureau, commanded by an assistant chief, performs a variety of functions that support the operation of the Department. It oversees the operation of the Evidence/Property Management Section, Finance Management Section, Inspections Section, and Personnel Section. It is responsible for the Court Property Unit, Impound Unit, Supply Unit, Fleet Management Unit, Grant/False Alarm Reduction Unit, Payroll/Purchasing Unit, Court Control Unit, Detail Coordination Unit, Accreditation Unit, Employee Relations Unit, Recruiting Unit, and Background Investigation Unit.

**EVIDENCE/PROPERTY MANAGEMENT SECTION**, commanded by a lieutenant, is responsible for any property held by the Department for the courts or other purposes.

**Court Property Unit**, supervised by a sergeant, tracks, maintains custody, and disposes of items found, confiscated, forfeited or held as evidence. It is responsible for auctioning unclaimed property and for the destruction of drugs and weapons.

**Impound Unit**, supervised by a sergeant, receives, secures, and disposes of impounded and seized vehicles. These originate from DUI and suspension arrests as well as law violations. It auctions unclaimed and forfeited vehicles, and exercises supervision of private towing companies on the police rotation towing list.

**Supply Unit**, supervised by a sergeant, orders, receives, stores and distributes items needed by the Department to maintain normal operations. This responsibility includes paper forms, firearms and related equipment as well as uniform orders and maintenance. This unit receives supply requisitions from the other Department units and directs an annual inspection of uniform parts and other Department issued equipment.

**Fleet Management Unit**, managed by a non-sworn Automotive Equipment Supervisor, ensures the vehicular needs of the Department are met. The unit plans for future vehicular needs, maintains a liaison with the Division of Fleet Services and monitors vehicle usage by Department personnel. This is accomplished by maintaining records of mileage, service, accidents and damage involving Department vehicles, as well as from periodic and special reports.

**FINANCE MANAGEMENT SECTION** is directed by a non-sworn Supervising Accountant. The primary functions are the preparation and administration of assigned program budgets and the effective control and audit of the Department's expenditures. Other functions of this section include administration and maintenance of all the Department's payroll records, review, analysis and approval of all financial documents, and coordinating the Department's capital improvements. It controls financial statements and reports for the Department's general operating and restricted purpose funds and enforcement of the City's false alarm and direct alarm system ordinances.

**Grant/False Alarm Reduction Unit** is managed by a non-sworn Senior Accountant. The grant function includes reviewing current publications for available funding, preparing and submitting grant applications, and administering the grant programs. They also monitor and audit all of the grant projects. False alarm reduction responsibilities include enforcement of the False Alarm Ordinance by issuing warning letters and penalty notices, recommending fees be initiated against individuals and businesses that have excessive false hold up and burglar alarms, collecting fines, and responding to penalty appeals from subscribers. The unit also processes any other Department receivables.

**Payroll/Purchasing Unit** is managed by a non-sworn Senior Accountant. The purchasing function includes logging purchase requests, initiating purchase orders or contracts, and processing invoice payments for all material and service requirements of the Department. The unit also monitors and processes payroll for both sworn and non-sworn employees. Employee travel requests are also approved and funded through this unit.

**INSPECTIONS SECTION**, commanded by a captain, monitors the activity of the Department through staff inspections and unannounced inspections conducted on a random basis. The Inspections Section also coordinates the Department's random drug-testing program. At the annual uniform inspection, this section monitors the condition of issued equipment and ensures compliance with Department dress and grooming standards. Inspections Section also conducts critical reviews of all use of force incidents and serves as the Department's central record repository for all use of force incidents. This section is also responsible for ensuring the Department meets CALEA standards.

**Court Control Unit**, supervised by a sergeant, is the police liaison with the local judiciary and manages police officer attendance in court by monitoring officers' court appearances. This unit verifies attendance, time spent in court by officers, as well as ensuring the Police Department dress and grooming standards are met. The Court Control supervisor randomly visits courtrooms to monitor officers' testimony and case preparation.

**Detail Coordination Unit**, supervised by a sergeant, coordinates all outside employment extension of police service details. This unit also maintains the Police Department's outside employment activity records for all officers. These records are reviewed monthly to ensure compliance with Department policy. The Detail Coordination Unit supervisor also conducts audits and random inspections of outside employment details.

**Accreditation Unit**, supervised by a sergeant, is responsible for the daily activities required to maintain the Department's accredited status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The unit develops and maintains the required proofs of compliance, functions as a liaison with other Department components regarding accreditation matters, and is the liaison between the Department and CALEA.

**PERSONNEL SECTION**, commanded by a captain, maintains employee personnel records, coordinates personnel assignments and maintains a liaison between Police Department employees, the City physician, the police psychologist and the City's Human Resources Department. It also processes Family Medical Leave Act (FMLA) requests, coordinates Americans with Disabilities Act (ADA) requests, monitors the injured with pay (IWP) process, coordinates the sick leave request process, monitors the grievance process and maintains records concerning the Police Department's Affirmative Action Plan. Personnel Section is also responsible for the Recruiting Unit and Background Investigation Unit.

**Employee Relations Unit**, supervised by a sergeant, assists Police Department employees engaged in the retirement or resignation process. The sergeant is also the liaison to the Police Pension Board and City Retirement Office.

**Recruiting Unit**, supervised by a sergeant, is responsible for the coordination of the police recruit selection process. The Recruiting Unit assists the City Human Resources Department with recruiting and testing of applicants.

**Background Investigation Unit**, supervised by a sergeant, is responsible for conducting background investigations for the Police Department and some other City Departments.

## **INVESTIGATIONS BUREAU**

This bureau, commanded by an assistant chief, consists of the Central Vice Control Section and the Criminal Investigation Section. This bureau handles investigations and gathers intelligence involving vice activity, homicides, sex crimes, crimes against children and property crimes.

**CENTRAL VICE CONTROL SECTION**, commanded by a captain, is responsible for the operation of the General Vice Enforcement Unit, the Regional Enforcement Narcotics Unit (RENU), the Street Corner Unit and the Asset Forfeiture Unit.

**General Vice Enforcement Unit**, commanded by a lieutenant, enforces laws related to liquor, prostitution, gambling, drugs, obscenity, pornography and regulatory violations. It coordinates Department enforcement activity in these areas and provides a central repository for related records and vice intelligence information.

**Regional Enforcement Narcotics Unit**, supervised by a sergeant, has personnel assigned to the Regional Enforcement Narcotics Unit (RENU). RENU is a multi-agency organization which investigates primary sources for the suppliers of illicit drugs into Greater Cincinnati.

**Street Corner Unit**, commanded by a lieutenant, is responsible for undercover personnel assigned to investigate street and mid-level drug activity. The unit includes two drug detection canines.

**Asset Forfeiture Unit**, supervised by a sergeant, is responsible for assuring all seized and/or forfeited assets are appropriately processed through the federal and local court systems.

**CRIMINAL INVESTIGATION SECTION (CIS)**, commanded by a captain, is comprised of the Homicide Unit, Personal Crimes Unit, Major Offenders Unit and Intelligence Unit.

**Homicide Unit**, commanded by a lieutenant, investigates homicides, all violent or suspicious deaths, fire deaths, police shootings, police use of force resulting in hospitalization, prisoner deaths while in custody, potentially fatal

assaults, felony patient abuse and neglect cases, kidnappings and abductions. The Homicide Unit also maintains a central file of confiscated weapons. The unit administers the Department's Robbery Apprehension Program (RAP) and is the Department's liaison with the Hamilton County Coroner's Office. The Homicide Unit is also responsible for the direct supervision of the Criminalistics Squad.

**Personal Crimes Unit**, commanded by a lieutenant, is responsible for investigating rapes and other sexual assault offenses, missing persons, child stealing and certain other crimes against children. It acts as a liaison with the Hamilton County Juvenile Court and other social support organizations. The unit also coordinates and schedules all polygraph and computer voice stress analyzer examinations.

**Major Offenders Unit**, commanded by a lieutenant, coordinates citywide investigative efforts for burglary, auto theft, fencing of stolen property and organized criminal activity. The unit is responsible for the operation of the Financial Crimes Squad which conducts investigations of financial institution robberies, fraud, forgery, credit card fraud, check embezzlement, extortion, coercion, and bribery offenses. The unit administers the Crimestoppers and Rapid Indictment programs.

**Intelligence Unit**, commanded by a lieutenant, gathers, analyzes, stores and disseminates information concerning organized crime, terrorist activity and criminally violent groups. The unit monitors threats against public safety, threats against public officials and threats against police officers. It maintains a network of communication with regional and national intelligence organizations.

### **ADMINISTRATION BUREAU**

This bureau, commanded by an assistant chief, is responsible for coordinating and performing inter-bureau planning tasks and special research evaluation studies. This bureau consists of the Internal Investigations Section, Planning Section, and Training Section.

**INTERNAL INVESTIGATIONS SECTION**, commanded by a captain, is responsible for investigating citizen complaints of a serious nature, complaints of alleged police misconduct, and use of force incidents that result in serious injury or death. This section coordinates pre-disciplinary hearings in conjunction with the Department hearing officer(s) and coordinates investigation of complaints referred by the Citizen Complaint Authority.

**PLANNING SECTION**, commanded by a captain, is responsible for planning, research, and the development of programs that maximize the effective use of Department personnel and resources. Planning Section is also responsible for tactical planning, long-range planning, developing forms and procedures, and conducting legal research.

**Tactical Planning**, commanded by a lieutenant, engages in planning and preparation for critical incidents including terrorist threats and civil disorder. Other functions include acting as a liaison with businesses, organizations, and government agencies, training Department and City personnel, and acquiring and deploying new strategies and equipment.

The **TRAINING SECTION**, commanded by a captain, develops and conducts training programs for the Police Department. This includes recruit, in-service and firearms training in both live fire and the firearms simulator (FATS). Training Section conducts training in the areas of supervision, management, physical fitness, self-defense, officer survival, interpersonal skills, legal issues and current topics. The Training Section coordinates numerous outside training requests, FBI training programs and computer training programs. The staff produces training memos and training video programs for Department use at roll calls. Training Section also conducts the Citizen Police Academy and Student Police Academy.

**Firearms Training Unit**, supervised by a sergeant, is responsible for the Department's live firearms training. The unit conducts annual firearms qualifications for all sworn personnel and firearms instruction for police recruits. It inspects, repairs, and evaluates Department firearms and makes recommendations on appropriate ammunition for Department use.

## **INFORMATION MANAGEMENT BUREAU**

This bureau, commanded by an assistant chief, is responsible for maintaining auxiliary services which include answering citizens' calls for police, fire and emergency medical services. It also is responsible for data collection and retrieval, upgrading/maintenance of technology and information systems, World Wide Web page construction and management, and crime analysis and mapping. This bureau consists of the Police Communications Section, Telephone Crime Reporting Unit (TCRU), Information Technology Management Section, CAD/RMS Project Unit, Crime Analysis Unit, and Records Section.

**POLICE COMMUNICATIONS SECTION**, commanded by a captain, operates a combined police, fire and emergency medical services (EMS) radio communications system. The section receives all citizen requests for police, fire and emergency medical service. All police operations are dispatched from this section. Reports of stolen and recovered vehicles and license plates are processed by this section. Dispatchers use Computer Aided Dispatching (CAD) and an Enhanced 911 phone system. The unit also coordinates the use of Department telephones (including cellular), pagers and Mobile Data Terminals (MDT). The section maintains computer interface with the National Crime Information Center (NCIC), Ohio Law Enforcement Automated Data Systems (LEADS) and the Regional Crime Information Center (RCIC). The section maintains a voicemail service to all local news media. Police Communications Section provides intra-Department mail service. Notifications for coordinated response to critical incidents are also managed by the section. Responsibility for the set-up and staffing of the Emergency Operations Center is also a function of the staff.

**Telephone Crime Reporting Unit (TCRU)**, supervised by a sergeant, receives and processes minor complaints and offense reports by telephone.

**INFORMATION TECHNOLOGY MANAGEMENT SECTION**, commanded by a captain, assists and supports all levels of the Department in planning, installation and utilization of information technology, crime analysis and mapping. It is responsible for fulfilling the computer/technology needs of the Police Department, including business computers, networking, application services, etc. This section also coordinates and serves as a focal point for the communications between the Internet worldwide community and the Police Department. The section commander represents the Department at information technology related meetings.

**CAD/RMS Project Unit**, commanded by a lieutenant, is responsible for coordinating the Department's efforts in developing and implementing a new Computer Aided Dispatch (CAD) System and Records Management System (RMS). The project manager will act as the primary liaison between the primary vendor, subcontractors, and other City Departments to see the implementation through on time and within budget. This position is a temporary position lasting the life of the project, which is expected to be two to three years.

**Crime Analysis Unit**, commanded by a lieutenant, is responsible for coordinating the collection of data the Department considers beneficial from external sources for dissemination to all crime analysts throughout the Department, to coordinate training for analysts, review new information sources for possible use by the Department, and coordinate/prepare Department-wide reports for use by the command staff.

**RECORDS SECTION**, commanded by a civilian Director, receives, reviews and files most criminal offense reports, auto accident reports and related records. This includes reports of offenses committed, criminal and traffic arrests, missing persons, homicides, traffic stop data, and gun registrations. It is responsible for maintaining the Department's computerized criminal and traffic arrest/conviction histories, entering data to generate criminal and traffic court dockets, court information sheets and statistical reports. This section processes traffic violation citations, Ohio Crash Reports and applications for firearm transfers and registration. All public records requests are coordinated by this section.





# COMMUNITY ORIENTED POLICING STAFF SHEET AND NEIGHBORHOOD ASSIGNMENTS

<i>Name:</i>	<i>Neighborhood/Assignment:</i>	<i>Office Phone</i>	<i>Cell Phone</i>	<i>Pager</i>	<i>E-Mail Address</i>
<b><i>COP Coordination Unit:</i></b>					
Lt. Larry Powell	COP Coordinator	352-2972		590-2838	<a href="mailto:Larry.powell@cincinnati-oh.gov">Larry.powell@cincinnati-oh.gov</a>
Michelle Faulkner, CT III	Assistant to COP Coordinator	352-1472		N/A	<a href="mailto:Michelle.faulkner@cincinnati-oh.gov">Michelle.faulkner@cincinnati-oh.gov</a>
PO Eric Franz	Citizens on Patrol Coordinator	352-2989		269-0412	<a href="mailto:Eric.franz@cincinnati-oh.gov">Eric.franz@cincinnati-oh.gov</a>
<b><i>Community Prosecution Section</i></b>					
<b>Terry Cosgrove</b>	<b>Legal Advisor</b>	<b>352-4701</b>			<a href="mailto:Terry.cosgrove@cincinnati-oh.gov">Terry.cosgrove@cincinnati-oh.gov</a>
Melanie Reising	Legal Advisor	352-4716			<a href="mailto:Melanie.reising@cincinnati-oh.gov">Melanie.reising@cincinnati-oh.gov</a>
<b><i>District One</i></b>					
Sgt. Maris Herold	Dist One Neighborhood Sgt.	352-1463		269-0243	<a href="mailto:Maris.Herold@cincinnati-oh.gov">Maris.Herold@cincinnati-oh.gov</a>
PO Doug Neack	Mt. Adams, Downtown	352-1231		269-0510	<a href="mailto:Douglas.neack@cincinnati-oh.gov">Douglas.neack@cincinnati-oh.gov</a>
PO Princess Davis	West End	352-2978		269-0710	<a href="mailto:Princess.davis@cincinnati-oh.gov">Princess.davis@cincinnati-oh.gov</a>
PO Frank McGraw (Bike)	Downtown	352-2978		269-0700	<a href="mailto:Frank.mcgraw@cincinnati-oh.gov">Frank.mcgraw@cincinnati-oh.gov</a>
PO Steven Hamann	Over-the-Rhine, Pendleton	352-2978		269-0697	<a href="mailto:Hamann.steven@cincinnati-oh.gov">Hamann.steven@cincinnati-oh.gov</a>
PO John Heine	Over-the-Rhine, Pendleton	352-2978		249-1271	<a href="mailto:John.heine@cincinnati-oh.gov">John.heine@cincinnati-oh.gov</a>
PO Chris Schroder	Queensgate	352-2978		269-0368	<a href="mailto:Chris.Schroder@cincinnati-oh.gov">Chris.Schroder@cincinnati-oh.gov</a>
Sgt. Bill Halusek	Violent Crimes Squad	352-1326		396-1092	<a href="mailto:Bill.Halusek@cincinnati-oh.gov">Bill.Halusek@cincinnati-oh.gov</a>
<b><i>District Two:</i></b>					
<b>Sgt. Carolyn Wilson</b>	<b>Dist 2 Neighborhood Sgt.</b>	<b>979-4410</b>		<b>N/A</b>	<a href="mailto:Carolyn.Wilson@cincinnati-oh.gov">Carolyn.Wilson@cincinnati-oh.gov</a>
PO Alvin Triggs	Evanston	979-4413		971-7321	<a href="mailto:Alvin.triggs@cincinnati-oh.gov">Alvin.triggs@cincinnati-oh.gov</a>
PO Fred Gilmer	E. Walnut Hills, O'Bryonville	979-4412		971-7321	<a href="mailto:Fred.gilmer@cincinnati-oh.gov">Fred.gilmer@cincinnati-oh.gov</a>
PO Stephanie Bellamah	Oakley	979-4461		971-1978	<a href="mailto:Stephanie.bellamah@cincinnati-oh.gov">Stephanie.bellamah@cincinnati-oh.gov</a>
PO George Jason	Hyde Park, Mt. Lookout	979-4416		269-0117	<a href="mailto:George.jason@cincinnati-oh.gov">George.jason@cincinnati-oh.gov</a>
PO George Engleman	Kennedy Heights, Pleasant Ridge	979-4468		269-0738	<a href="mailto:George.engleman@cincinnati-oh.gov">George.engleman@cincinnati-oh.gov</a>
PO Dwayne Dawson	Madisonville	979-4417		269-0730	<a href="mailto:Dwayne.dawson@cincinnati-oh.gov">Dwayne.dawson@cincinnati-oh.gov</a>
PO Kathy Horn	East End	979-4418		971-7280	<a href="mailto:Kathy.horn@cincinnati-oh.gov">Kathy.horn@cincinnati-oh.gov</a>
PO Kelly Macbeth	Linwood, Mt. Washington	979-4415		971-1980	<a href="mailto:Kelly.macbeth@cincinnati-oh.gov">Kelly.macbeth@cincinnati-oh.gov</a>
PO Mike Machenheimer	Columbia Tusculum, California	979-4414		<b>269-0635</b>	<a href="mailto:Mike.machenheimer@cincinnati-oh.gov">Mike.machenheimer@cincinnati-oh.gov</a>
Sgt. Danita Kilgore	Violent Crimes Squad	979-4420	328-1484	N/A	<a href="mailto:Danita.kilgore@cincinnati-oh.gov">Danita.kilgore@cincinnati-oh.gov</a>
<b><i>District Three:</i></b>					
<b>Sgt. Brian Coates</b>	<b>Dist 3 Neighborhood Sgt.</b>	<b>352-3938</b>		<b>269-0706</b>	<a href="mailto:Brian.Coates@cincinnati-oh.gov">Brian.Coates@cincinnati-oh.gov</a>
PO Milt Hampton	Sayler Park, Riverside	352-3938		269-0721	<a href="mailto:Milt.hampton@cincinnati-oh.gov">Milt.hampton@cincinnati-oh.gov</a>
PO Christopher Pohlman	West Price Hill	352-3938		269-0725	<a href="mailto:Chris.pohlman@cincinnati-oh.gov">Chris.pohlman@cincinnati-oh.gov</a>
PS William Hahn	Millvale, English Woods	352-3938		269-0716	<a href="mailto:William.hahn@cincinnati-oh.gov">William.hahn@cincinnati-oh.gov</a>
PO Scott Schaerer	East Price Hill, West Price Hill	352-3938		N/A	<a href="mailto:Scott.schaerer@cincinnati-oh.gov">Scott.schaerer@cincinnati-oh.gov</a>
PS Joe Coombs	East Price Hill	352-3938		269-0712	<a href="mailto:Joseph.coombs@cincinnati-oh.gov">Joseph.coombs@cincinnati-oh.gov</a>
PO Robin White	Westwood	352-3938		269-0696	<a href="mailto:Robin.white@cincinnati-oh.gov">Robin.white@cincinnati-oh.gov</a>
PS Jason Scott	Faye Apartments, South Cumminsville	352-3938		269-0727	<a href="mailto:Jason.scott@cincinnati-oh.gov">Jason.scott@cincinnati-oh.gov</a>
PO Kahlya Derkson	Westwood	352-3938		269-0722	<a href="mailto:Kahlya.Derkson@cincinnati-oh.gov">Kahlya.Derkson@cincinnati-oh.gov</a>
PO Richard Minella	East Westwood	352-3938		269-0698	<a href="mailto:Richard.minella@cincinnati-oh.gov">Richard.minella@cincinnati-oh.gov</a>
PO Steve Ventre	Sedamsville, Lower Price Hill	352-3938		269-0723	<a href="mailto:Steve.Ventre@cincinnati-oh.gov">Steve.Ventre@cincinnati-oh.gov</a>
PS Terry Cox	North Fairmount, South Fairmount	352-3938		269-0728	<a href="mailto:Terry.cox@cincinnati-oh.gov">Terry.cox@cincinnati-oh.gov</a>
Sgt. Dwayne Wilson	Violent Crimes Squad	352-3574	382-1137	N/A	<a href="mailto:Dwayne.Wilson@cincinnati-oh.gov">Dwayne.Wilson@cincinnati-oh.gov</a>

<b>District Four:</b>					
<b>Sgt. Julie Shearer</b>	<b>Dist 4 Neighborhood Sgt.</b>	<b>352-3902</b>		<b>269-0702</b>	<a href="mailto:Julie.shearer@cincinnati-oh.gov">Julie.shearer@cincinnati-oh.gov</a>
PO Alex Hasse	Corryville	352-3889		269-0737	<a href="mailto:Alexander.hasse@cincinnati-oh.gov">Alexander.hasse@cincinnati-oh.gov</a>
PO Marcus McNeil	Hartwell	352-3902		269-0550	<a href="mailto:Marcus.mcneil@cincinnati-oh.gov">Marcus.mcneil@cincinnati-oh.gov</a>
PO Steven Brown	Carthage	352-3902		269-0707	<a href="mailto:Steven.brown@cincinnati-oh.gov">Steven.brown@cincinnati-oh.gov</a>
PO Wiley Ross	Walnut Hills	352-3902		269-0686	<a href="mailto:Wiley.ross@cincinnati-oh.gov">Wiley.ross@cincinnati-oh.gov</a>
PO Linda Sellers	Paddock Hills	352-3889		269-0709	<a href="mailto:Linda.sellers@cincinnati-oh.gov">Linda.sellers@cincinnati-oh.gov</a>
PO Jana Cruse	North Avondale	352-3889		269-0726	<a href="mailto:Jana.cruse@cincinnati-oh.gov">Jana.cruse@cincinnati-oh.gov</a>
PO Louis Arnold	Bond Hill	352-3889		269-0224	<a href="mailto:louispolice.arnold@cincinnati-oh.gov">louispolice.arnold@cincinnati-oh.gov</a>
PS Charles Dukes	Roselawn	352-3889		269-0547	<a href="mailto:Charles.dukes@cincinnati-oh.gov">Charles.dukes@cincinnati-oh.gov</a>
PO LaDon Laney	Avondale	352-3902		971-7317	<a href="mailto:Ladon.laney@cincinnati-oh.gov">Ladon.laney@cincinnati-oh.gov</a>
PO Marcus Sherman	Mt. Auburn	352-3902		269-0240	<a href="mailto:Marcus.sherman@cincinnati-oh.gov">Marcus.sherman@cincinnati-oh.gov</a>
Sgt. Richard Lehman	Violent Crimes Squad	352-3976		N/A	<a href="mailto:Richard.Lehman@cincinnati-oh.gov">Richard.Lehman@cincinnati-oh.gov</a>

<b>District Five:</b>					
<b>Sgt. Jeffrey Battison</b>	<b>Dist 5 Neighborhood Sgt.</b>	<b>352-3903</b>		<b>971-7322</b>	<a href="mailto:Jeffrey.Battison@cincinnati-oh.gov">Jeffrey.Battison@cincinnati-oh.gov</a>
PO Jay Barnes	Winton Place	352-3903		971-7319	<a href="mailto:Jay.barnes@cincinnati-oh.gov">Jay.barnes@cincinnati-oh.gov</a>
PO Terri Windeler	Northside	352-3903		269-0637	<a href="mailto:Terri.Windeler@cincinnati-oh.gov">Terri.Windeler@cincinnati-oh.gov</a>
PO Amy Moore	Mt. Airy	352-3903		590-2019	<a href="mailto:Amy.moore@cincinnati-oh.gov">Amy.moore@cincinnati-oh.gov</a>
PS Darryl Chatman (Bike)	Winton Terrace, Findlater Gardens, Silver Oak	352-3903		269-0734	<a href="mailto:Darryl.chatman@cincinnati-oh.gov">Darryl.chatman@cincinnati-oh.gov</a>
PO Dana Jones	Clifton, Camp Washington	352-3903		269-0690	<a href="mailto:Dana.jones@cincinnati-oh.gov">Dana.jones@cincinnati-oh.gov</a>
PO Herbert Noble	College Hill	352-3903		269-0103	<a href="mailto:Herbert.noble@cincinnati-oh.gov">Herbert.noble@cincinnati-oh.gov</a>
PO Tammy Hussels (Bike)	Clifton Hts, University Hts, Fairview	352-3903		269-0451	<a href="mailto:Tammy.hussels@cincinnati-oh.gov">Tammy.hussels@cincinnati-oh.gov</a>
Sgt. Charline Fielden	Violent Crimes Squad	352-6170	N/A	N/A	<a href="mailto:Charline.Fielden@cincinnati-oh.gov">Charline.Fielden@cincinnati-oh.gov</a>

### DISTRICT INFORMATION

<b>DISTRICT ONE</b> <b>352-3505</b> <b>310 Ezzard Charles Dr (14)</b>		<b>DISTRICT TWO</b> <b>979-4400</b> <b>3295 Erie Avenue (08)</b>		<b>DISTRICT THREE</b> <b>352-3574</b> <b>3201 Warsaw Avenue (05)</b>		<b>DISTRICT FOUR</b> <b>352-3576</b> <b>4150 Reading Road (29)</b>		<b>DISTRICT FIVE</b> <b>352-3578</b> <b>1012 Ludlow Avenue (23)</b>	
Captain:	Ken Jones	Captain:	Stephen Gregoire	Captain:	Andrew Raabe	Captain:	Richard Schmalz	Captain:	Thomas Johns
Admin Sgt.:	Phil Buccino	Admin Sgt.:	Shirley Browner	Admin Sgt.:	Steve Piening	Admin Sgt.:	Daniel Ogilvie	Admin Sgt.:	Kevin Hammann
Inv. Lt.:	Jack Kraft	Inv. Lt.:	<i>(Pending)</i>	Inv. Lt.:	Don Smith	Inv. Lt.:	Gary Brown	Inv. Lt.:	Stuart Koeppe
Inv. Sgt.:	Roger Robbins	Inv. Sgt.:	Tim Brown	Inv. Sgt.:	Stacy Huellemeier	Inv. Sgt.:	Chris Connors	Inv. Sgt.:	Matt Hassert
<b>Ride Hours:</b>	0700 – 1500 1300 – 2100 1500 – 2300 2000 – 0400 2300 – 0700	<b>Ride Hours:</b>	0700 – 1500 <b>1200 – 2000</b> 1500 – 2300 2000 – 0400 2300 – 0700	<b>Ride Hours:</b>	0700 – 1500 1400 – 2200 1500 – 2300 2000 – 0400 2300 – 0700	<b>Ride Hours:</b>	0700 – 1500 1300 – 2100 1500 – 2300 2000 – 0400 2300 – 0700	<b>Ride Hours:</b>	0700 – 1500 1400 – 2200 1500 – 2300 2000 – 0400 2300 – 0700
<b>Current COPP Liaison:</b>		<b>Current COPP Liaisons:</b>		<b>Current COPP Liaison:</b>		<b>Current COPP Liaisons:</b>		<b>Current COPP Liaisons:</b>	
Sgt. Maris Herold	Downtown	Alvin Triggs	Evanston	Sgt. Chad Ritcher	Price Hill	Wiley Ross	Walnut Hills	Herb Noble	College Hill
Lt. Ed Harris	West End	Dwayne Dawson	Madisonville		Lower Price Hill	Lou Arnold	Bond Hill	Teri Windeler	Northside
Sgt. Maris Herold	Over-The-Rhine	Kelley Macbeth	Mt. Washington		Sedamsville	LaDon Laney	Avondale	Tammy Hussels	CUF
		George Engleman	Kennedy Hts & Pleasant Ridge	Milton Hampton	Saylor Park	Steven 'Brown	Carthage & Hartwell	Dana Jones	Camp Washington
				Richard Minella	Westwood	Marcus McNeil			



# City of Cincinnati

## Cincinnati Recreation Commission

### Cincinnati Recreation Commission

*Cincinnati Recreation Commission* has proudly served the citizens of Cincinnati for more than 75 years. With a physical presence in every city neighborhood, CRC serves the people through its network of recreation and senior centers, pools, golf courses and other facilities.

The Cincinnati Recreation Commission improves the quality of life in the city, with leisure programming for all ages and abilities. Its existence makes our neighborhoods more attractive to prospective residents and is vital for the continuing growth and competitiveness of the city of Cincinnati.

#### **Mission**

The Cincinnati Recreation Commission is dedicated to providing recreational and cultural activities for all people in our neighborhoods and the whole community. We believe that by enhancing people's personal health and wellness, we strengthen and enrich the lives of our citizens and build a spirit of community in our City.

#### **Vision**

The Cincinnati Recreation Commission will excel in the delivery of recreational services to the people of Cincinnati.

#### **Values**

The Cincinnati Recreation Commission will strive to serve all citizens with the utmost integrity, respect and honesty through open communication, creativity and teamwork.

These values will drive and direct the activities and interactions of the staff with the public, other agencies and each other:

- Honesty
- Teamwork
- Integrity
- Communication
- Creativity
- Respect

#### **Commission Members**

Daniel J. Gilday, President  
Roscoe A. Fultz, Vice President  
Denise M. Driehaus, Commission Member  
Dr. Florence M. Newell, Ed.D., Commission Member  
Rev. Kazava Smith, Commission Member  
Ean Harris and Jacob Lawson, Youth Commission Members  
James R. Garges, Director

# Cincinnati Recreation Commission

## KEY INGREDIENTS FOR SUCCESS

The Key Ingredients are the strategies used to provide departmental focus in accomplishing the mission of the Cincinnati Recreation Commission. They provide the framework for the goals and specific objectives established by each division. The desired benefits to the citizens of Cincinnati are the end result of our efforts.

### Facility Maintenance and Improvement

We will protect Cincinnati's recreation facilities using the best management practices and develop plans to enhance recreational opportunities for citizens.

#### **DESIRED BENEFITS:**

- Increased recreational facility maintenance.
- Development of new recreational facilities to meet citizens' needs.
- Increased understanding of the recreational needs of our citizens.

### Leisure Programs

We will provide exciting and innovative programs for the physical and mental well-being of our citizens.

#### **DESIRED BENEFITS:**

- Increased recreational opportunities for all ages and abilities.
- Increased satisfaction with recreation experiences.
- Continuous improvement of existing programs.

### Community Involvement

We will promote and develop additional partnerships and volunteer opportunities to meet the recreational needs of the community.

#### **DESIRED BENEFITS:**

- Expanded & strengthened partnerships to meet mutual recreational goals.
- Increased use of volunteers.
- Increased citizen participation in planning recreational opportunities.
- Expanded recreational opportunities

### Department Image

We will promote Cincinnati Recreation Commission as *the* provider of outstanding recreational opportunities.

#### **DESIRED BENEFITS:**

- Community-wide recognition of the unique role CRC plays in the quality of life in Cincinnati.
- Improved public awareness of CRC recreational opportunities.
- Improved distribution of information on recreation opportunities.

### Professional Growth

We will provide training and educational opportunities for our employees and encourage leadership roles in regional, state and national organizations.

#### **DESIRED BENEFITS:**

- Improved recreational opportunities.
- Innovation in the provision of recreational programs and services.
- Improved employee skills, abilities and professional commitment.
- Increased recognition for employees.

### Management and Operations

We will improve the management and operations of CRC, facilities and programs.

#### **DESIRED BENEFITS:**

- Increased customer satisfaction.
- Policies and procedures that enhance recreation opportunities.
- Increased use of alternative and innovative sources of funding.
- Increased use of facilities and programs.



# City of Cincinnati

## Cincinnati Recreation Commission

### Cincinnati Recreation Commission Key Contacts

805 Central Avenue • Suite 800 • Cincinnati, Ohio 45202  
CRC InfoLine: 513. 352. 4000  
[www.cincyrec.org](http://www.cincyrec.org)

**James R. Garges**

Director of Recreation  
513. 352. 4006  
[james.garges@cincinnati-oh.gov](mailto:james.garges@cincinnati-oh.gov)

**Karen Schoenig**

Director's Office  
513.352.4005  
[karen.schoenig@cincinnati-oh.gov](mailto:karen.schoenig@cincinnati-oh.gov)  
Commission Meeting Agendas,  
Minutes, and liaison between the  
public and the Recreation Commission

**Steve LeConey**

West Region/Therapeutics  
513. 352. 4026  
[steve.leconey@cincinnati-oh.gov](mailto:steve.leconey@cincinnati-oh.gov)  
Dunham, English Woods, Hartwell,  
Lincoln, Millvale, North Fairmount,  
Price Hill, Saylor Park, Westood  
Town Hall, Winton Hills,  
Therapeutics

**Michael A. Thomas**

East Region/Youth & Family Services  
513. 352. 4047  
[michael.thomas@cincinnati-oh.gov](mailto:michael.thomas@cincinnati-oh.gov)  
Bush, Evanston, Kennedy, LeBlond,  
Madisonville, Mt. Washington,  
Mt. Auburn, Oakley, Pleasant Ridge,  
Youth & Family Services

**Stella Barnes**

Central Region/Seniors  
513. 352. 3879  
[stella.barnes@cincinnati-oh.gov](mailto:stella.barnes@cincinnati-oh.gov)  
Bond Hill, Carthage, Camp  
Washington, Clifton, College Hill,  
Corryville, McKie, North Avondale,  
Over the Rhine, Seniors

**Kathy Lang**

Athletics & Aquatics  
513. 352. 1626  
[kathy.lang@cincinnati-oh.gov](mailto:kathy.lang@cincinnati-oh.gov)  
Teams, Leagues, Pools, Lifeguards

**Kathy Shannon**

Sawyer Point & Special Events  
105 East Pete Rose Way 45202  
513. 352. 6182  
[kathy.shannon@cincinnati-oh.gov](mailto:kathy.shannon@cincinnati-oh.gov)  
Bicentennial Commons at Sawyer  
Point, Yeatman's Cove, Fitness &  
Rowing Center, Skating Pavilion,  
Fountain Square

**Chris Bigham**

Financial Management  
513. 352. 4961  
[chris.bigham@cincinnati-oh.gov](mailto:chris.bigham@cincinnati-oh.gov)  
Accounting, Computer Services

**Robert Williams**

Golf  
513. 352. 3875  
[robert.williams@cincinnati-oh.gov](mailto:robert.williams@cincinnati-oh.gov)  
Avon, California, Dunham, Glenview,  
Neumann, Reeves, Woodland

**Jeff Koopman**

Technical Services  
513. 352. 4942  
[jeff.koopman@cincinnati-oh.gov](mailto:jeff.koopman@cincinnati-oh.gov)  
Engineering & Architecture

**Roger Haberthier**

Trades/Crafts, Indoor Maintenance  
513. 352. 1628  
[roger.haberthier@cincinnati-oh.gov](mailto:roger.haberthier@cincinnati-oh.gov)

**Bill Blevins**

Outdoor Maintenance  
513. 352. 1987  
[bill.blevins@cincinnati-oh.gov](mailto:bill.blevins@cincinnati-oh.gov)

**Doris Simmons**

Human Resources  
513. 352. 4008  
[doris.simmons@cincinnati-oh.gov](mailto:doris.simmons@cincinnati-oh.gov)  
Personnel, Recruiting, Training,  
Safety, InfoLine, Front Desk

**Stephanni Cohen**

Communication & Design  
513. 352. 1617  
[stephanni.cohen@cincinnati-oh.gov](mailto:stephanni.cohen@cincinnati-oh.gov)  
Design Coordinator, Photography

**Bunny Arszman**

Communication & Design  
513. 352. 1637  
[bunny.arszman@cincinnati-oh.gov](mailto:bunny.arszman@cincinnati-oh.gov)  
Communication Coordinator,  
Videography

**Wayne Lurix**

Volunteer Coordinator  
513. 352. 1616  
[wayne.lurix@cincinnati-oh.gov](mailto:wayne.lurix@cincinnati-oh.gov)  
Volunteers, Playgrounds

**Becky Smith**

Youth & Family Services  
513. 352. 4031  
[becky.smith@cincinnati-oh.gov](mailto:becky.smith@cincinnati-oh.gov)  
Teens, Youth Forum, Family Social  
Services

**Carolyn Gutjahr**

Arts Grants Programs  
513. 352. 4985  
[carolyn.gutjahr@cincinnati-oh.gov](mailto:carolyn.gutjahr@cincinnati-oh.gov)  
Grants for Cincinnati-based artists and  
non-profit arts organizations





# City of Cincinnati

Department of Community Development and Planning

## Department of Community Development and Planning

Michael L. Cervay, Director

*The Department of Community Development & Planning is a unified, high performance team that is proactively engaged in developing Cincinnati's neighborhoods. It strives to partner with neighborhood stakeholders in utilizing cutting edge approaches, in a focused and customer friendly manner. As such, it strives to:*

- 1. Act as a catalyst for community improvement;*
- 2. Be knowledgeable, accountable and highly motivated in its approach to neighborhood revitalization; and*
- 3. Utilize cutting edge strategies in its provision of programs and services in enabling neighborhood redevelopment.*

### ORGANIZATIONAL HISTORY:

- 1995 – Neighborhood Housing & Conservation and Human Services combined to form Department of Neighborhood Services.
- 2002 – Neighborhood Services and Economic Development merged to form the Department of Community Development.
- 2003 – Community Development is assigned functions of City Planning, Employment & Training (now Workforce Development) and Contract Compliance, and renamed the Department of Community Development and Planning.
- 2005 – Realignment of the Department's staff and functions to streamline programs and services, as well as to focus on specific needs in Cincinnati's neighborhoods.

### CORE SERVICES:

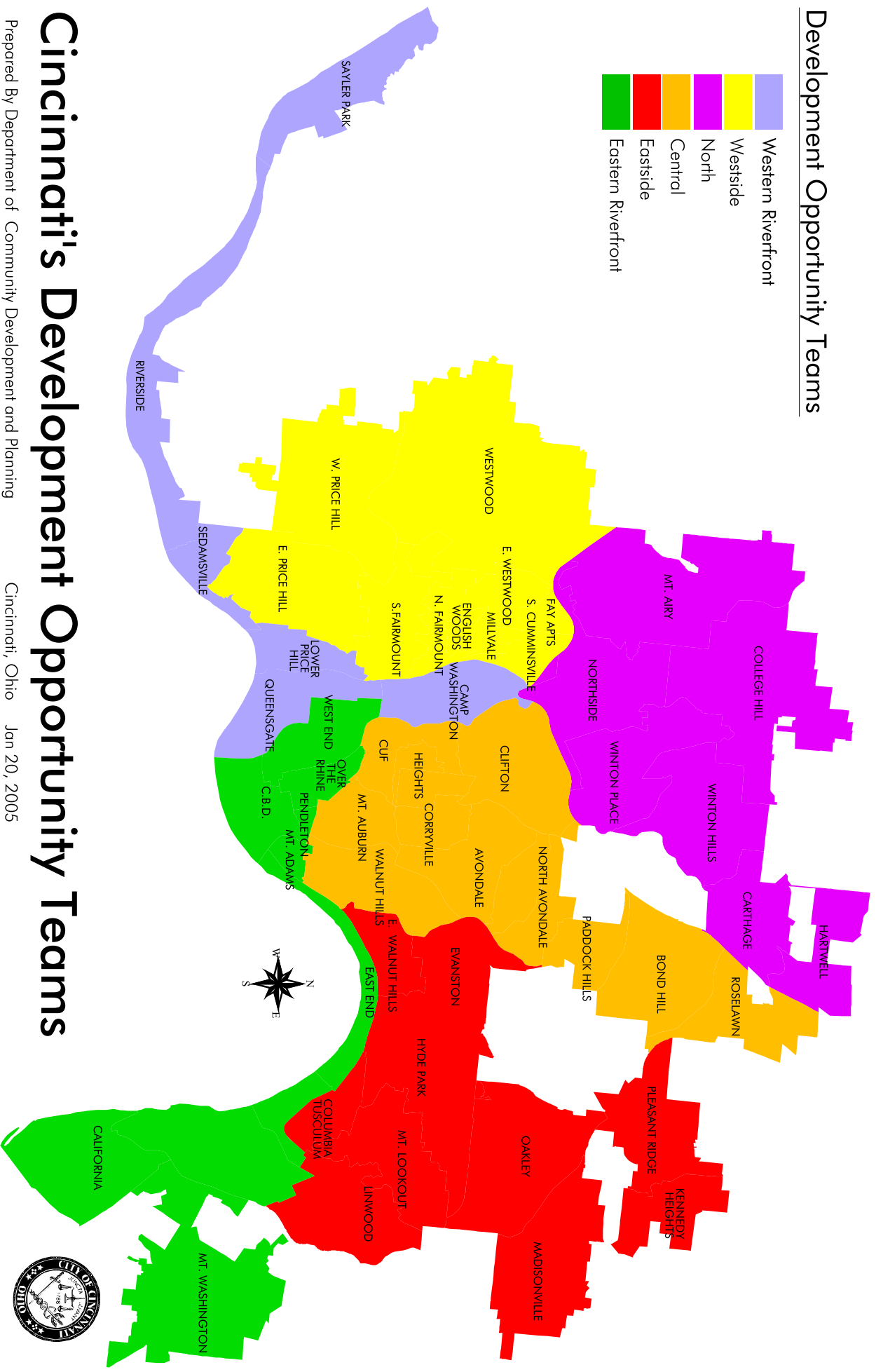
As a result of the 2005 realignment, DCDP has begun to focus its efforts at identifying and addressing the particular needs of Cincinnati's neighborhoods. The structure of the organization centers on Development Opportunity Teams. The City is geographically divided into six service areas, to which a three member team of generalists is assigned to each area. The teams are supplemented by other staff with particular expertise in the many specific service areas of the Department, as follows:

- **Development Opportunity Teams** – provide neighborhood outreach, needs analysis, problem solving and planning for tailoring the programs and services of the Department of Community Development & Planning to achieve the community improvement goals of the neighborhoods in which they work.
- **Housing Division** – administers programs to improve housing quality for City residents. Customers of the Housing programs are renters, homeowners and developers.
  - Homeowner Rehabilitation Loan Program – low interest rate loan program for homeowners
  - Emergency Repair Program – grants for winterizing and minor repairs for low income homeowners
  - Down Payment Assistance – grants to assist first time homebuyers
  - Neighborhood Market Rate Housing – financial assistance for new or rehabilitated housing without income restrictions

- CHIRP – grants for new construction of 1 to 3 units of infill housing
  - SHIP – provides funding for investment in homeownership projects
  - Rental Rehabilitation Program – deferred loans for landlords to rehabilitate three or more units
  - Lead Abatement – detects and eliminates lead hazards from inhabited units
  - Continuum of Care – Financial assistance for housing and supportive services to special needs populations
  - Neighborhood Support Program – grants to community councils for small neighborhood improvement projects
  - Tenant Rights Representation – legal resources to low income tenants to ensure that their residences are safe, decent and sanitary
  - Fair Housing – ensures enforcement of fair housing laws providing open and fair access to housing for all citizens
  - Receivership – fights urban blight through court intervention on vacant and abandoned buildings
  - Tax Abatement – provides incentives for residential renovation and new construction
  - Neighborhood Revitalization Strategy Areas – designations of a neighborhood area for comprehensive revitalization efforts
- **Business Development** – facilitates retention of jobs and creation of new employment opportunities, particularly for economically disadvantaged individuals; expand the City’s tax base through commercial and industrial development, particularly in the City’s Neighborhood Business Districts; and diversify the regional economy by assisting businesses which will supply needed goods and services to the City’s neighborhoods.
    - Neighborhood Business District Improvements – public improvements to complement private investment within a neighborhood business district
    - Land Reutilization / SPUR Program – return vacant, contaminated or underutilized land to productive use
    - Tax Credits, Exemptions and Abatements – provides incentives to business for creating jobs
    - Neighborhood Revitalization Strategy Areas – designations of a neighborhood area for comprehensive revitalization efforts
    - Small Business Certification – review and evaluate applications for Small Business Enterprise certification
    - Liaison among developers, businesses and government
- **Planning** – regulation of land uses within the City.
    - Administration of the Zoning Code, Subdivision Rules and Regulations, and other land use regulatory processes
    - Provide professional guidance to property owners, the City and the Historic Conservation Board, concerning certificates of appropriateness and other actions effecting the City’s historic resources
- **Operations** – maintain the Department’s financial reporting and control system, as well as insure compliance with all contractual requirements for grants received or managed by the Department.
    - Performs departmental budgeting, human resources and accounting functions
    - Manages contract compliance by vendors of the department
    - Implements the City’s Human Services Policy by funding various social service agencies
    - Facilitates funding for improvements to social service and public facilities
    - Provides accountability and performance monitoring
    - Implements City’s SBE program



## Development Opportunity Teams



# Cincinnati's Development Opportunity Teams



# City of Cincinnati

Department of Community Development and Planning

## Department of Community Development and Planning Key Contacts

<b>Director</b> <b>Michael L. Cervay</b> <b>(513) 352-1947</b>		
<b>Laura Porter</b> Assistant Director 352-4881	<b>Bill Fischer</b> Division Manager Business Development Division 352-3785	<b>Herman Bowling</b> Division Manager Housing Division 352-1949
<b>Skip Forwood</b> Urban Conservator/Historic Conservation 352-4843	<b>Margaret Wuerstle</b> Chief Planner 352-4889	<b>Kathi Ranford</b> Division Manager Operations Division 352-4984

## Development Opportunity Team Members

### Western Riverfront Team

Adrienne Cowden 352-4848  
Steve Briggs 352-4840

### North Team

Ethel Cogen 352-6135  
Tom Jackson 352-4638  
Rodney Ringer 352-4847

### East Team

Katherine Keough-Jurs 352-4859  
Mo Adlon 352-6138  
Katrina Gragston 352-6250

### West Team

Felix Bere 352-4846  
Dawn Grace 352-6140  
Mark Jones 352-1932

### Central Team

Caroline Kellam 352-4842  
Rick Hardy 352-6253  
Russell Hairston 352-6131

### Eastern Riverfront Team

Jennifer Walke 352-4883  
Herb Washington 352-6118  
Ed Ratterman 352-6258

**General Department Information - 352-6146**



# City of Cincinnati

## Department of Finance

---

### Department of Finance

#### Mission

The mission of the Finance Department is to serve as a strong steward of public financial resources, contribute to the financial strength of the City, and provide quality financial services to customers. This mission is accomplished through these functions and duties: Treasury, Income Tax, Retirement System, Risk Management, Accounts & Audits, Purchasing and Internal Audit.

#### Functions and Duties

- ◆ **Office of the Director:** This Division provides direction and support of all departmental programs, makes all revenue estimates, executes bond/note sales at the lowest interest cost under prevailing market conditions, maintains satisfactory relations with the bond rating agencies and underwriters, and serves as the administration liaison to the Finance Committee of City Council.
- ◆ **Treasury:** This Division is responsible for the collection, custody, and disbursement of the City's funds. It is responsible for implementing the City's Investment Policy. The Division issues City business licenses, audits cash handling of City agencies, and administers the admission tax, transient occupancy tax, and investment of City Funds. It is responsible for the record keeping for all municipal bonds and notes issued by the City and is responsible for counting and depositing all parking meter revenues collected in the City. The Division is also responsible for maintaining relationships with banks and broker/dealers.
- ◆ **Income Tax:** This Division collects and receives the income tax imposed by Chapter 311 of the Cincinnati Municipal Code in the manner prescribed, keeps an accurate record thereof, and reports all monies received. It is the duty of this Division to enforce payment of all income tax owed the City of Cincinnati and to keep accurate records for a minimum of five years that show the amount due from each taxpayer required to file a declaration or make any return, including a return of taxes withheld, and show the dates and amounts of payments thereof.
- ◆ **Retirement System:** This Division maintains enrollment of non-uniform employees in the Cincinnati Retirement System, provides pre- and post-retirement counseling, processes pension payroll, processes and keeps records of Retirement System Loans, maintains coordination of the two deferred compensation programs, provides reports to the Police and Fire Disability Pension Fund and the Public Employees Retirement System of Ohio for City employees. It also provides staff support to the Retirement System Board.
- ◆ **Risk Management:** This Division administers the City's self-insured worker's compensation program, self-insured health care program, property and casualty insurance program, IWP (injury with pay) program and other employee benefit programs such as dental and vision, flexible spending benefits, and COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage. In addition, the Division administers the Citywide Employee Safety Program and Environmental Management Program. This Division also manages the Employee Health Service/Occupational Health Clinic which is responsible for treating and tracking City employees injured on the job.
- ◆ **Accounts and Audits:** This Division maintains the records on the financial position of each of the City's nearly 230 funds, monitors annual expenditures assuring that expenditures are within available resources, and assures acceptance of the City's fund accounting system by Federal, State and independent auditors. The Division prepares the City's Comprehensive Annual Financial Report and coordinates the preparation of the annual Cost Allocation Plan and indirect cost rates for Federal grants. It is responsible for the disbursement of payments to vendors, bi-weekly payroll, maintaining records regarding unemployment benefits paid to former employees, monitoring compliance with the appropriation/spending requirement of the infrastructure tax levy and maintenance of the financial system. It is also the custodian of all official bonds, deeds, and contracts of the City.
- ◆ **Purchasing:** This Division assists all City agencies in the procurement of materials, supplies, equipment and services using appropriate management and best practices techniques, lowest and best price policy implementation, training, and monitoring of purchases in accordance with City of Cincinnati Municipal Code and State statutes. It is also responsible for City Stores and Printing Services functions.

- ◆ **Internal Audit.** This Division is responsible for performing operational/performance audits. The Division reports to the Internal Audit Committee and the Finance Director. The Division examines and evaluates the effectiveness and efficiency of management controls in all city departments, and independent boards and commissions. The Administrative Code also grants access to all City functions, records, property and personnel necessary to achieve operational/ performance audit objectives. The Division identifies and recommends to management opportunities to reduce cost, improve performance, and increase productivity of personnel and assets.



# City of Cincinnati

## Greater Cincinnati Water Works

### Greater Cincinnati Water Works

Greater Cincinnati Water Works (GCWW), a municipally owned water utility, was purchased by the City of Cincinnati in 1839. We have grown since then to provide more than 1 million customers with high quality water at rates among the lowest in the region. GCWW provides approximately 138 million gallons of water per day through 3,000 miles of water mains to Greater Cincinnati. Our service area includes the City of Cincinnati, most of Hamilton County and parts of Butler and Warren Counties in Ohio and, via a pipe installed under the Ohio River, Boone County and the City of Florence, Kentucky.

#### Key Services and Functions of GCWW

In order to ensure a plentiful supply of the highest quality water, GCWW provides the following services and functions:

- **Treatment and testing of the water.** We have state-of-the-art granular activated carbon (GAC) water treatment and test the water more than 300 times each day.
- **Distribution of the water,** including maintenance of 3,000 miles of water mains. Planning for new water mains and replacement of existing mains helps keep our system in top condition to ensure a reliable supply of water to our customers.
- **Safety and security of the water supply.** GCWW has always been a secure facility. Following the events of September 11, 2001 we increased our focus on safety and security. We use an extensive testing program and continuous monitoring to help ensure safe water.
- **Customer service and billing.** GCWW professionals quickly and efficiently address customer requests and calls for service. GCWW handles billing for more than 276,000 water and other utility accounts. We also provide billing and customer services for the Metropolitan Sewer District, Stormwater Utilities and several surrounding communities.

#### Our Past and Our Future

When the City of Cincinnati bought the local water company in 1839, it distributed one million gallons of raw Ohio River water each day. As our neighborhoods have grown, so has our service area. Today, we provide more than 138 million gallons daily of treated water known for its high quality. We've come a long way. Our accomplishments are the result of the vision of Cincinnati community leaders who came before us.

Long-term planning is an important function of GCWW. To ensure that we continue to achieve our mission of providing customers with a plentiful supply of the highest quality water and outstanding services in a financially responsible manner, we update our Strategic Business Plan every five years. Our plan provides a framework for managing change while staying focused on major goals. Long-term planning has led to:

- Improved customer access to account information and the ability to pay bills through our call center 24 hours a day.
- A work order system to improve tracking and resolution of all complaints.
- An automatic meter reading system, H2O Radio, that accurately and efficiently reads water meters. A computer-equipped van drives down the street and automatically reads the meters without having to inconvenience customers.
- Optimization of water treatment processes, including the addition of granular activated carbon (GAC) to our treatment process in the 1990's. GAC is recognized as the best way to remove organic contaminants from drinking water.
- Expansion of our service area, which has allowed us to maintain our customer base and keep rates low without affecting water supply or water quality.

Planning for the future continues as Greater Cincinnati Water Works remains as committed as ever to improving quality, ensuring safety and security, upgrading service and keeping rates reasonable. Tomorrow's customers are counting on us.

### **Educating Tomorrow's Customers**

For many schoolchildren, water is something that simply comes out of a faucet and disappears down the drain. We provide opportunities for children to learn about the water cycle and how the water gets from the source to the tap with a special "Teachers Resource Center" on our website at [www.cincinnati-oh.gov/gcww](http://www.cincinnati-oh.gov/gcww).

Educators can order a free Water Cycle Poster, multiple copies of our Safe Drinking Water Report on water sources and quality, and water activity books for use in the classroom.

We also participate in regional water festivals for Hamilton and Butler Counties each year to educate thousands of schoolchildren about all aspects of water.



# City of Cincinnati

## Greater Cincinnati Water Works

---

### Greater Cincinnati Water Works Key Contacts

**Contact us at 513-591-7700 for:**

- Water emergencies (24 hours a day)
- Customer billing
- Meter questions
- To report water main leaks or breaks
- Water quality questions

Contact us at 513-591-7859 for construction questions.

**Visit us on the internet at** [www.cincinnati-oh.gov/gcww](http://www.cincinnati-oh.gov/gcww)

**Educators:** visit our Teacher's web page for educational resources

**Email us at:** [info@gcww.cincinnati-oh.gov](mailto:info@gcww.cincinnati-oh.gov)







# City of Cincinnati

## Department of Health

### Department of Health

The Cincinnati Health Department is responsible for the promotion, protection, and maintenance of the public's health. This responsibility may be achieved by development and enforcement of health regulations, prevention of disease, education, and curative and rehabilitative activities. The Health Department operates three divisions: Primary Health Care Division, Community Health Services Division, and the Technical Resources Division.

Health Commissioner	Dr. Noble Maseru	513/357-7280
Director, Epidemiology and Public Health Emergency Preparedness	Steven J. Englander, MD, MPH	513-357-7208
Acting Medical Director	Larry Holditch, M.D.	513/357-7366

The Medical Director's Office oversees the Communicable Disease Control Program, the Immunization Action Program, HIV/AIDS Prevention Program, and the STD Training Center.

For further information contact:

Immunization Action Program	1525 Elm St.	513/352-2901
Communicable Disease Reporting and Information	3101 Burnet Ave.	513/357-7392
Confidential AIDS Testing and Counseling Site	3101 Burnet Ave.	513/357-7350
STD Training Site	3101 Burnet Ave.	513/357-7300

#### **Primary Health Care Division:**

Interim Assistant Health Commissioner	Carol Westermeyer, RN, BSN	513-357-7360
---------------------------------------	----------------------------	--------------

The Primary Health Care Division operates five comprehensive health centers, five dental clinics, and one health clinic that specializes in diagnosis and treatment of sexually transmitted diseases (STD). Each of the five health centers offers a complete range of services including Adult Medicine, Pediatrics and Obstetrics and Gynecology as well as on-site Laboratory and Pharmacy services. These services, with the exception of STD and immunizations, are limited to City of Cincinnati residents. The Division also administers a countywide Women, Infants, and Children (WIC) grant that services nearly 18,000 individuals annually. In addition, the Primary Health Care Division oversees the Medicare-certified Home Health Program, the School Health Nursing Program, and the Day Care and Nursing Home Licensure Program. Information on how to access these services is listed below:

Braxton F. Cann Health Center	5818 Madison Road	513/271-6089
Elm St. Health Center	1525 Elm St.	513/352-3092
Millvale Health Center	3301 Beekman St.	513/352-3192
Northside Health Center	3917 Spring Grove Ave	513/357-7600
Price Hill Health Center	2136 W. 8 <sup>th</sup> St.	513/357-2700
Ambrose H. Clement Health Center (STD)	3101 Burnet Ave	513/357-7300
WIC Nutritional Services		513/821-7228

**Nursing Programs:**

Interim Nursing Director	Cindy Perry, CRNP, MSN, RN	513/357-7406
Home Health Nursing	Nursing Intake	513/357-7400
School Health Nursing	2136 W. 8 <sup>th</sup> St.	513/357-2808
Day Care Licensure	3101 Burnet Ave.	513/357-7460
Nursing Home Licensure	3101 Burnet Ave.	513/357-7430

**Community Services Division:**

Assistant Health Commissioner	Walter S. Handy, Ph.D.	513/357-7270
----------------------------------	------------------------	--------------

The Community Health Services Division is responsible for Environmental Services including Food Service, Solid Waste, Vector Control, Animal Bites, Household Sewage, Swimming Pool Inspection, Environmental Hygiene, Nuisance Abatement, and Litter Control. The Division also has responsibility for the Health Promotion Program, the Public Employees Assistance Program, and the Lead Hazard Assessment Program. To access these services contact:

Environmental Complaints	513/564-1750
Food Protection/Illness	513/352-1751
Garbage/Debris	513/564-1750
Solid Waste	513/564-1780
Animal Bites/Vector/Rodents	513/352-2922
Weeds and Litter	513/564-1750
Household Sewage	513/352-2922
Health Promotion Program	513/357-7450
Public Employee Assistance Program	513-421-7600

**Technical Resources Division:**

Assistant Health Commissioner	Mark Gissiner	513/357-7469
-------------------------------	---------------	--------------

The Technical Resources Division provides professional, technical, and administrative support to the Board of Health and its entities in the areas of human resources, electronic data processing, fiscal services, and facility management. The Division also provides birth and death certificates (vital records) as required by State law. Contact:

Vital Records	1525 Elm St.	513/352-3120
---------------	--------------	--------------



# City of Cincinnati

## Department of Law

---

## Department of Law

### ***Mission Statement***

The mission of the Law Department of the City of Cincinnati is to provide effective and efficient legal service to the City of Cincinnati by representing the Mayor, City Council, the City Manager, departments, and boards of the City as legal counsel in all proceedings in which the City is a party before any court or adjudicatory body. In addition, the department is responsible for prosecuting misdemeanors in municipal court, and provides all services in connection with the acquisition, management and sale of real property, business and family relocation, and the levying of assessments.

### ***Functions & Duties***

The City Solicitor is the Director of the Department of Law. The department is divided into eight primary functions, managed by the City Solicitor, a chief of staff, two First Assistants and two chief counsels.

**General Counsel Section:** *The General Counsel Section* is responsible for providing legal advice, opinions and legislation to the City Administration and all departments under the City Manager. It also provides legal services, with the exception of litigation, to City Council, including committee staff coverage and public records, ethics and parliamentary procedure opinions. It also provides legal staffing for the Civil Service Commission and the City's collective bargaining team.

**City Prosecutor's Office:** *The City Prosecutor's Office* is responsible for prosecuting misdemeanors including all traffic and criminal cases brought before the Municipal Court for violation of criminal offenses occurring within the City. The section is also responsible for liquor hearings and nuisance abatement initiatives.

**Community Prosecution Section:** *The Community Prosecution Section*, created in early 2004, coordinates issues among City departments actively involved in addressing safety and quality of life issues critical to the stability of the community. The section focuses on aggressively addressing blight in neighborhoods, and prosecuting negligent property owners for building code, safety, and health violations that negatively impact their surrounding area. The section also assists neighborhood police officers address other community concerns.

**Development and Environment Section:** *The Development and Environment Section* provides required legal services for the City related to real estate acquisition and disposition. The section also provides legislation, legal advice and counsel to City Council and all of the City departments regarding environmental and utility matters, and is responsible for coordination of energy-related matters before administrative agencies such as the Public Utilities Commission of Ohio.

**Civil Litigation Section:** *The Civil Litigation Section* represents the City in all civil litigation in Federal and State courts, defends against and prosecutes claims on behalf of the City, provides representation at various hearings and appeals of denial of public vehicle licenses, and represents all City departments on charges filed before the Equal Employment Opportunity Commission and Ohio Civil Rights Commission.

**Office of Administrative Hearings:** *The Office of Administrative Hearings* is responsible for effectively enforcing municipal code violations through the fair and impartial administration of Civil Hearings based on the Notices of Civil Violations as issued by City Departments.

**Real Estate/Relocation Services:** *The Real Estate/Relocation Services Section* is responsible for the acquisition, disposal and property management of all city-owned or leased real property, and for administering City programs on code enforcement, family, and business relocation.

**Administration and Support Services Division:** *The Administration and Support Services Division* provides all non-attorney support to the department including clerical, personnel, claims, assessment, and budget matters.



# City of Cincinnati

## Department of Law

---

### Department of Law Key Contacts

J. Rita McNeil, City Solicitor	352-3334
Michael A. Miller, Chief of Staff	352-3334
Ernest McAdams, Jr., City Prosecutor	352-3334
Roshani Hardin, Chief Counsel, General Counsel	352-3334
Gloria Sigman, Chief Counsel, Litigation Section	352-3334
Julie Bissinger, Chief Counsel, Labor & Employment	352-3334
Dorothy Carman, Chief Counsel, Development Section	352-3334
Thomas Klumb, Real Estate Manager	352-3610
Terrence Cosgrove, Community Prosecution Section	352-3334
Keith Forman, Community Prosecution Section	352-3334
Deb Redlich, Program Manager, Office of Admin. Hearings	352-4899

#### General Information Numbers:

Claims Information	352-4518
Code Enforcement/Tenant Assistance	352-3454
Domestic Violence Advocate	352-5333
Office of Administrative Hearings	352-4899
Prosecutor's Office	352-5333
Real Estate Services	352-3610
Community Prosecution	352-3334



# City of Cincinnati

Metropolitan Sewer District of Greater Cincinnati

## Metropolitan Sewer District of Greater Cincinnati

The Metropolitan Sewer District of Greater Cincinnati (MSD) was formed in 1968 by Hamilton County. The District is owned, financed and controlled by the Board of County Commissioners of Hamilton County. Under a 50-year agreement with the City of Cincinnati, the city's Department of Sewers manages the day-to-day operations of the District. The agreement expires in 2018. The City is responsible to design, build, collect, treat, and administer the District's sewage system, including pipe and treatment facilities.

MSD provides wastewater removal and treatment for over 800,000 customers throughout Cincinnati and Hamilton County. MSD's service area includes 33 municipalities and unincorporated areas covering more than 400 square miles. Over 200,000 separate sewer connections tie into MSD's 3,000+ miles of sanitary and combined sewers. It has seven major treatment plants and over 100 pump stations. It operates the 15 city flood-wall gates.

In order to provide its services, MSD's collects and treat about 200 million gallons of wastewater per day; monitors over 200 industries; protects the Mill Creek Valley from Ohio River flooding; maintains over 3,000 miles of sewers; disposes of about 42,000 dry tons of wastewater residuals per year; performs about 150,000 water quality analyses per year; and manages a 5-year, \$500 million Capital Improvement Program (CIP).

The Sewer Department is organized into six functional divisions that provide sewer service to customers in Cincinnati and Hamilton County: the Office of the Director, Division of Industrial Waste, Wastewater Administration, Wastewater Collection, Wastewater Engineering, and Wastewater Treatment. The Stormwater Management Utility provides service to customers in Cincinnati.

Office of the Director:	Manages overall coordination of MSD operations; national and international representation to other sewerage agencies; district member/county relations; policy development and implementation.
Division of Industrial Waste:	Responsible for industrial customer monitoring and surveillance; enforcement of industrial discharge extents and limits.
Wastewater Administration:	Responsible for departmental financial accounting, HR oversight, budget monitoring, payroll; stores; reproduction and printing.
Wastewater Collection:	Responsible for collection of commercial and residential sewage and conveyance system (sewer pipe) maintenance; first point of contact via MSD Call Center.
Wastewater Engineering:	Responsible for design and construction of MSD capital improvements to sewer pipe and sewage treatment systems; location of Water-In-Basement (WIB) program; sewer facilities planning.
Wastewater Treatment:	Responsible for primary and secondary treatment of commercial and residential sewage; maintains system treatment facilities; maintains system pump stations.
Stormwater Management Utility:	Responsible for design, construction and maintenance of City of Cincinnati storm drainage system; operates the Barrier Dam on the Mill Creek.



# City of Cincinnati

Metropolitan Sewer District of Greater Cincinnati

---

## **Metropolitan Sewer District of Greater Cincinnati Key Contacts**

Office of the Director

Robert J. Campbell, P.E., DEE  
Director  
513-244-5122

Tony Parrott  
Deputy Director  
513-244-5122

Division of Industrial Waste

Beverly Head  
Superintendent  
513-557-7000

Wastewater Administration

Julia Johnson  
Superintendent  
513-244-1300

Wastewater Collection

Mike Pittinger, P.E.  
Acting Superintendent  
513-352-4201

Wastewater Engineering

Gary Gumm, P.E.  
Sewers Chief Engineer  
513-244-1340

Wastewater Treatment

Don Linn, P.E.  
Superintendent  
513-244-5130

Stormwater Management

Tony Huang, P.E.  
Sewers Chief Engineer  
513-557-7167



# City of Cincinnati

## Department of Parks

---

## Department of Parks

### *Cincinnati Parks - "Everybody's Backyard"*

The Cincinnati Park Board manages the City of Cincinnati's parklands. The management vision is for our parks to be **clean, safe, reliable, green, and beautiful** in order to serve an estimated 6 million park visitors each year. Park properties constitute over 5,000 acres, which amounts to approximately 10% of the City's total land area. Parklands consist of 5 regional parks, 70 neighborhood parks, 34 natural areas, 5 neighborhood nature centers, 30 sites managed by the Cincinnati Recreation Commission, 5 parkways, 16 scenic overlooks and 50 miles of hiking & bridle trails. Specialized park property includes the Cincinnati Zoo, Pioneer Cemetery, Victory Parkway Fields, Krohn Conservatory in Eden Park, and Theodore M. Berry International Friendship Park on the downtown riverfront. The new Armleder Park on the Little Miami River is expected to open in the summer of 2006. Park Board responsibilities extend to managing the City's non-park natural resources, including Urban Forestry's 80,000 street trees, and select highway green spaces and neighborhood gateways.

The City Charter authorizes the Board of Park Commissioners to control and manage the parks. The mission of the Park Board is "To conserve, manage, sustain, and enhance parks' natural and cultural resources and public green space—for the enjoyment, enlightenment and enrichment of the Cincinnati community." The Cincinnati Board of Park Commissioners is a five-member citizen board, appointed by the Mayor and confirmed by City Council to serve six-year terms. Current Commissioners: Marian J. Lindberg, President, Roscoe A. Fultz, Vice President; Otto M. Budig, Jr., Merri Gaither Smith, and Francis P. Russell.

The Park Director and employees are appointed by the Commissioners to implement Park Board policies, park rules and work programs. The work is performed by 120 full-time and 60 part-time employees. The department's total \$13 million budget includes funding from the City's General, Capital Improvement, and Infrastructure Funds, restricted fund fees/charges, and the citywide street tree Urban Forestry assessment. The department is made up of two major sections and two divisions. The responsibilities of each section and division are presented below.

The Financial Services section manages Park's operating and capital budget, seeks grants, manages endowment funds, and administers procurement, telecommunications, and the department's technology.

The Business Services section manages human resources, business planning, customer services including park facility reservations and producing free public concerts, marketing of park events and supports the 18 Park Advisory Councils made up of citizen advocates for neighborhood parks.

The division of Park Operations, Land Management and Urban Forestry manages the reliability (maintenance) and beautification of 75 parks as well as nature preserves, meadowlands and prairies, and manages Park's fleet of vehicles and motorized equipment. The division is also responsible for planting and maintaining 80,000 street trees within 1,000 miles of City streets, and managing select highway and gateway green space within the City.

The division of Park Planning and Design provides park planning, engineering, landscape, and design services. The division maintains 130 park structures, plans and designs new parks, manages infrastructure and landscape projects, and manages the capital improvement program. This division also manages the Krohn Conservatory (open to the public 7 days a week) and Nature Education with programs delivered through the five Nature Centers and the popular summer nature camps in our neighborhood parks.



# City of Cincinnati

## Department of Parks

### Department of Parks Key Contacts

CONTACT	PHONE
Director <b>Willie F. Carden, Jr.</b>	(513) 352-4079
Superintendents <b>Gerald Checco</b> Operations & Land Management Division Head <b>Steve Schuckman</b> Planning, Design & Programs Division Head	(513) 861-8970  (513) 475-9600
<b>Julie Horne</b> , Business Services Section <b>Marijane Klug</b> , Financial Services Section	(513) 357-2606 (513) 357-2608
Krohn Conservatory & Warder Nursery <b>Ruth Ann Spears</b>	(513) 352-4080
Nature Education & Nature Camps <b>Jim Farfsing</b>	(513) 321-6070
Park Operations & Maintenance West District Parks, <b>Larry Parker</b> East District Parks, <b>Jennifer Harten</b> Central District Parks, <b>Jim Burkhardt</b>	(513) 368-0992 (513) 368-0997 (513) 478-6433
Natural Resource Management, <b>Dave Gamstetter</b> Urban Forestry, <b>Robin Hunt</b> Greenspace and Gateways, <b>Dave Boutelle</b> Land Management/Trails, <b>Jim Godby</b>	(513) 861-9070
Customer Service, Concerts, Park Advisory Councils <b>Jude Johnson</b>	(513) 357-2602
Park Facility Reservations, <b>Renee Tyree</b> Park Special Event/Use Permits, <b>Angela Parker</b>	(513) 357-2604 (513) 357-2605
Cincinnati Parks Foundation <b>Jennifer Hafner-Spieser</b> , Development Associate	(513) 357-2621
Volunteer Coordinators Park Volunteers & Green Up Days, <b>Cindi Nugent</b> Krohn Conservatory & Butterfly Show, <b>Jeseca Davis</b>	(513) 861-8970 (513) 352-4080
Parks Visitor Center (Krohn Conservatory in Eden Park) TTY number	(513) 352-4080 (513) 352-3380
<b>Website</b> <a href="http://www.cincinnati-oh.gov/parks">www.cincinnati-oh.gov/parks</a>	





# City of Cincinnati

## Department of Public Services

### Department of Public Services

The Department of Public Services (DPS) is committed to keeping the City of Cincinnati clean, improving the quality of life of citizens, and managing the City's facility assets. The Department accomplishes this goal by maintaining the public right-of-way and facilities in a clean and safe condition, as well as providing for the safe, efficient movement of vehicular and pedestrian traffic. DPS enhances the safety and convenience of the general public by responding to emergency services such as snow removal, landslides, floods, traffic signal and street outages in a timely manner. The Public Services Department provides quality community-driven service by keeping neighborhoods clean and safe through the Department's neighborhood improvement programs, greenspace maintenance programs, solid waste collection, and community clean-up service days. The Department maintains and keeps safe 88 city-owned facilities in 31 neighborhoods through effective asset management.

Incorporated in the Department of Public Services are the Office of the Director, Facility Management Division, Neighborhood Operations Division, and the Traffic and Road Operations Division.

It is the responsibility of the Office of the Director to oversee the administration and operation of the various functions performed by the Department. The Director's office monitors such functions as accounting and budgeting, computer system administration, community relations, departmental policies and procedures, human resources, fleet management, and training.

The City Facility Management Division manages the City's real assets and building improvements including the maintenance of 88 historical, city-owned buildings. This Division is responsible for records management, property management, maintenance services, energy management, City Hall operations, Fountain Square/Skywalks, and architecture design services, building rehab, and issuance of permits for the use of Fountain Square.

The Neighborhood Operations Division provides quality community-driven service to the citizens of Cincinnati through neighborhood programs including solid waste collection, special collection, recycling, street cleaning, green space management, neighborhood improvement programs, community clean-up service days and the City's centralized Customer Service Center.

The Traffic and Road Operations Division maintains the public right-of-way including streets, bridges, viaducts and walls in safe condition and provides for the safe and efficient movement of vehicular and pedestrian traffic on the public right-of-way. It enhances the safety and convenience of the general public through placement of traffic control devices, curb control, pavement markings, roadway lighting and obtains data for planning and design while balancing aesthetic and economic considerations.

Some of the primary functions performed in the Department of Public Services Department include:

#### *Facility Management Division*

- Building Reliability Maintenance
- Building and Systems Repair Services
- Fountain Square Plaza Maintenance
- Tyler Davidson Fountain Maintenance
- Fountain Square Management
- Energy Management
- City Hall Management
- Facility Renovations

#### *Neighborhood Operations Division*

- Solid Waste Collection (Tires, Furniture, Corner Cans, White Goods, Pup Truck)
- Recycling (Green Bin Collection of Recyclable Materials such as Plastic, Paper)
- Yardwaste Collection (Leaves, Branches, Cut Grass)
- Street Cleaning (Manual and Mechanical Sweeping Of City Streets, NBD, CBD, OTR, Special Events, Corridors, and Intersections)
- Right-Of-Way Maintenance – Grass Cutting, Brush Clearing, Litter Removal, and Graffiti Removal

- Customer Services – 24 Hour Hotline Service
- Emergency Response

*Traffic and Road Operations Division*

- Asphalt Repairs
- Concrete Repairs
- Guardrail and Fence Maintenance
- Stormwater Inlet Maintenance
- Traffic Signal Construction and Maintenance
- Street Lighting Maintenance and Repair
- Computerized Traffic Signal System
- Traffic Sign Maintenance
- Pavement Marking Program
- Traffic Control
- Special Event Traffic and Pedestrian Control
- Emergency Response for Snow, Floods, Landslides, and Other Right-Of-Way Related Hazards



# City of Cincinnati

## Department of Public Services

### Department of Public Services Key Contacts

#### *Director's Office*

Steven G. Bailey, P.E.	Acting Director	352-5480
Dennis Meyer	Superintendent of Operations	357-2680
Tiffany Hardy	Community Relations Liaison	352-5498
Kathleen Hoehn	Supervising Accountant	352-5483
Carmelita Jenkins	Human Resources Coordinator	352-5486

#### *Facilities Management*

Joel Koopman	Principal Architect	352-5410
Jeff Linneman	Facilities Maintenance Manager	352-6397
Dan Helm	Supervisor of Maintenance	352-6391

#### *Neighborhood Operations*

LeeRoy Carson	Asst. Superintendent of Operations	357-2683
Joseph Charlton	Solid Waste Coordinator	591-6052
LeeRoy Carson	Supervisor of Right-of-Way Maintenance	357-2684
Patricia Davis	Supervisor of Collections	357-2682
Lana Callahan	Supervisor of Street Cleaning	591-6029

#### *Traffic and Road Operations*

Diana Watkins	Asst. Superintendent of Operations	591-6053
Greg Ayers	Road Operations Supervisor	615-9637
Chris Callahan	Field Services Area Coordinator	352-6377
Troy Hicks	Traffic Aids Service Area Coordinator	352-4327
Dan Henson	Asphalt Service Area Coordinator	352-3391
Greg Ayers	Structures Service Area Coordinator	615-9637
William Nintrup	Supervisor of Traffic Services	352-3712





# City of Cincinnati

## Keep Cincinnati Beautiful

## Keep Cincinnati Beautiful

**Mission:** Keep Cincinnati Beautiful is a not-for-profit organization promoting litter prevention, recycling, and community improvement and beautification through citizen action, education, and strategic partnerships in the Greater Cincinnati area.

The City of Cincinnati became a certified Keep America Beautiful affiliate in July 1978, with the establishment of Keep Cincinnati Beautiful. KCB is a not-for-profit, 501(c)3 organization lead by a Board of Trustees. Day-to-day operations are carried out by an executive director and support staff. The organization is financially supported through corporate donations, grant money, and the City of Cincinnati. Keep Cincinnati Beautiful believes in the principles of KAB and works toward providing programs that are:

- ◆ Grassroots,
- ◆ Results-oriented,
- ◆ Ongoing,
- ◆ Based on changing behaviors, and
- ◆ Reliant on public/private partnerships.

### Programs

#### Litter Prevention and Beautification

Keep Cincinnati Beautiful offers a variety of community-based programs, which strive to meet the changing needs of Cincinnati neighborhoods.

- ◆ “Don’t Trash the ‘Nati... Keep Cincinnati Beautiful” is a multi-media litter prevention advertising campaign, created to instill a sense of community pride and to convince people not to litter.
- ◆ Neighborhood Cleanups afford communities the opportunity to work together through cleanup programs such as the Great American Cleanup, SuperCan (dumpsters for outdoor cleanups), Adopt-A-Spot, Adopt-A-Highway, litter-free events, and graffiti prevention and abatement.
- ◆ The Daffodils & Daylilies program reduces litter along exit and entrance ramps and in median strips throughout the city by showing that someone cares. We have planted over a quarter of a million Daffodils and Daylilies to date along Cincinnati’s highways. KCB also offers Daffodils and Daylilies bulbs and tubers to every community in the City.
- ◆ The Safe & Clean Community Improvement Program takes blighted areas within the community and turns those areas around by ridding the area of the blight conditions and then beautifying the area to sustain the clean up efforts. This goal is achieved by working with the community to plan and implement positive change. KCB also assists the Police Department with the Safe & Clean Grant process helping community groups achieve their goals for safe and clean neighborhoods.
- ◆ Keep Cincinnati Beautiful’s Awards Program honors communities and individuals who, through ongoing efforts, are utilizing public-private partnerships to prevent littering, improve their community’s waste handling practices, encourage recycling efforts, and preserve the environment in its natural beauty. Mini-grants are available to provide “seed” money to start projects.
- ◆ Keep Cincinnati Beautiful now offers portable recycling containers for communities to use for their events. The recycling containers keep recyclables out of the waste stream by providing a simple alternative to throwing recyclables in the trash.

#### Environmental Education

Keep Cincinnati Beautiful provides environmental education for the community.

- ◆ Outreach Programs focusing on litter prevention, recycling, composting, and proper solid-waste management are available to schools and adult groups throughout the year.
- ◆ Environmental Curriculum guides are available for kindergarten through the twelfth grade.
- ◆ Environmental Field Trips for a hands-on experience are offered to school groups.
- ◆ Workshops are offered to provide up-to-date information on solid-waste management and litter-prevention issues.
- ◆ Mini Grants are awarded to Cincinnati schools to fund teacher-directed environmental projects.

## **Schedule of Events**

### **April 22, 2006 – Great American Cleanup**

The GAC is an annual springtime cleanup and beautification event. All neighborhoods are encouraged to participate, with support and supplies from KCB. Receive more information at the Townhall Meeting on **Saturday, February 11**, 9:00 a.m. to 1:00 a.m. at Benken's Florist and Greenhouse. Visit [www.greatamericancleanup.org](http://www.greatamericancleanup.org).

### **June, July, and August 2006 – “Don't Trash the 'Nati” summer program**

Watch in your community for KCB's van as we play basketball and talk with youth about the importance of a clean neighborhood.

### **October, 2006 -- *Daffodils & DayLilies* distribution to communities**

This is a fall distribution to communities of daffodils and daylilies. Order forms will be sent to each Community Council in August.

### **October 21, 2006 – Make a Difference in Cincinnati**

Celebrate the National Make a Difference Day by cleaning and beautifying our hometown! Information will be sent to each Community Council in August.

### **September – May – In-school Environmental Education Programs**

Centering on litter prevention, recycling, composting and proper solid waste management staff provide in-class presentations for grades K through 12, teacher workshops, environmental field trips and mini-grants for environmental programs.



# City of Cincinnati

## Regional Computer Center

---

### Regional Computer Center

The mission of the Regional Computer Center is to provide information technology solutions that increase the business effectiveness of local government and law enforcement agencies, and their customers, in the Hamilton County region.

Founded in 1967, the Regional Computer Center (RCC) was formed by an agreement between the City of Cincinnati and Hamilton County officials, along with a large number of law enforcement agencies in the County to service the information technology needs of their various governmental functions. Together, through this agreement, a unique center has been built which is equipped to solve the information/management problems facing local governments.

RCC services are offered with one objective in mind: To effectively and economically meet the specific and unique needs of the City of Cincinnati and Hamilton County local governments.

#### History of the Regional Computer Center

In 1966, law enforcement agencies throughout Hamilton County came together and recognized that in many ways their informational requirements were similar. Initial studies indicated a need for a major effort in the law enforcement area to allow law enforcement agencies to share data and systems. The computerization of law enforcement information processing and communications systems was launched to serve more than fifty autonomous law enforcement agencies. This concept of sharing data and resources between independent government entities activated federal financial support under the Law Enforcement Assistance Act. Citizen support for a Regional Crime Information Center followed in 1967 with the approval of a County-wide tax levy. Thus, Project CLEAR (County Law Enforcement Applied Regionally) was formally created by agreement between the Council of the City of Cincinnati and the Board of Hamilton County Commissioners.

The spirit of cooperation generated through Project CLEAR served as an impetus for City and County officials to combine forces and information technology to support a unified Center to meet the needs of the City of Cincinnati and Hamilton County. On March 20, 1968, the City of Cincinnati's Division of Data Processing became a part of the Regional Computer Center of the City of Cincinnati along with CLEAR. Soon thereafter, Project HAMCO (Hamilton County Information Systems) joined the RCC.

The RCC is composed of four information technology development organizations and one support organization. In addition it is responsible for Citywide communication services. The information technology groups are:

**CAGIS** (The Cincinnati Area Geographic Information System) is a computerized, information sharing system that enables the fundamental transformation of government and utility service management and delivery. Jointly funded by the City of Cincinnati, Hamilton County, and CINergy, this interactive geographic information system links, displays, and analyzes a vast variety and quantity of data describing Cincinnati and Hamilton County infrastructure and geography. Users are empowered by CAGIS to view, analyze, and trend geographically-related data updated from many sources on a uniquely personal level. CAGIS offers governments, utility companies, and the general public an intelligent and cost-effective tool to make informed decisions based on shared data within a standard framework. CAGIS is also responsible for coordinating workflows throughout the City and County through permitting software applications, and it is responsible for the ongoing development of the Customer Service Request (CSR) system.

**CINSY** Systems is the leader in providing innovative technology solutions for the City of Cincinnati. Some of the services and/or systems implemented by the CINSY Staff for various city agencies include: support for enterprise systems, including City financial and human resource systems, and the City's internet and intranet deployments, and other support for various City departments.

**HAMCO** – Hamilton County Information Systems offers information technology services to the forty departments of Hamilton County. Some of the major applications include case management and collections for the Courts of Common Pleas, Municipal, Domestic Relations, Traffic, and Juvenile; and mortgages and property deeds for the Recorders office. HAMCO offers network administration to several County agencies, and provides support for the Hamilton County Website.

**RCIC**, an acronym for Regional Crime Information Center, has responsibility for providing computerized records management systems to the 50+ law enforcement agencies operating in Hamilton County. The primary systems provided include the CLEAR

(Cincinnati Law Enforcement Applied Regionally) system, which maintains information regarding persons and property; the AFIS system, which maintains fingerprint information on all persons previously arrested; the MDT system, which provides on-line access to information systems from all police vehicles; the LLE system, which provides information on all crimes reported; and Jail Management, which maintains information on all persons incarcerated in the Hamilton County Sheriff's Jail. The RCIC also maintains a data communications network which links all Hamilton County law enforcement agencies, including police squad cars, with the local systems and information systems maintained by the Ohio State Highway Patrol, the FBI, and the remaining forty-nine state police agencies. RCIC is nearing completion of a new system, called COP SMART, which will allow officers in their vehicles to complete and submit reports for further processing.

**Enterprise Services**, the support arm of the RCC, provides a number of services to internal clients including: enterprise system administration for mainframe and UNIX platforms; software maintenance for productional application systems; administration and support of security software; computer scheduling and operations; development and implementation of general purpose utility software; production job setup, quality control and report distribution; data control; data base administration activities for both mainframe proprietary and Oracle data base environments; and disaster recovery planning and testing. Centralized network services include network design, and management; email enterprise software support; network system implementation; consolidated service desk; and Internet access, including firewall services. Enterprise Services is also the administrator of the enterprise email system used by all City and many County employees.

With respect to communications systems, the RCC has one group managing these efforts.

**CTS** - The Communications Technology Services Section (CTS) is primarily responsible for supporting the City's voice, data, and radio communications systems. This work includes: 1) The City's private fiber optic network (approx 70 miles) linking all major City facilities. This network provides a variety of services to all City agencies including public safety communications for Police, Fire, and E-911. 2) The City's privately owned telephone systems at 85 locations. CTS also oversees and provides telephone communications services at another 120 locations throughout the City. 3) Administration and oversight for telecommunications services provided by outside vendors to the City. Vendors include Cincinnati Bell Telephone, Cincinnati Bell Wireless, Quest, Nextel, Verizon, and Arch Communications. 4) The City's Metropolitan Area Network (MAN) that interconnects City facilities on a shared data network. 5) Administration, operation, and maintenance of the City's radio assets. This includes coordinating and managing the City's radio frequencies with the Federal Communications Commission (FCC) and for the administration and maintenance of mobile and land based radio systems throughout the City. CTS also maintains a variety of other electronic systems including video recorders and radar equipment used in police vehicles; sirens and lighting used on police and fire vehicles; early warning (civil defense) sirens; and paging and surveillance systems located at police and fire stations.

The City implemented a 20-channel 800 MHz digital, trunked, voice system in 2005. The City system is linked through shared equipment to a similar system in Hamilton County. Through this system, the voice radio needs of Hamilton County, including Cincinnati, will be supported by twenty-five tower sites, forty 800 MHz radio channels as a result of a total investment of about \$57 million. Currently deployed to all public safety personnel within Hamilton County, the system provides interoperable communications to all users. The City's system will be extended to other City radio users over the next few years.

**For more information about the Regional Computer Center, contact Ralph Renneker at (513) 352-4755.**





# City of Cincinnati

Department of Transportation and Engineering

## Department of Transportation and Engineering

Our mission is to manage the transportation system so that it provides for the safe mobility of the traveling public. We accomplish this through effective leadership in the planning, designing, and building of attractive, efficient, and diverse modes of transportation, serving Cincinnati and the region.

### Office of the Director

The Office of the Director plays a leadership role in the development, delivery, and management of the strategic vision necessary for a balanced regional transportation network and right-of-way resource that responds to the needs of the City of Cincinnati and the region. This office provides administration, accounting, and information technology support for the entire department.

### Engineering Division

The Engineering Division provides engineering, surveying, project management, and asset management services; designs and oversees construction of transportation improvements, delivering them on schedule and within budget; guides maintenance of public infrastructure; and oversees private construction, including public and private utility work, on public streets.

#### Engineering Sections

- Transportation Design
- Structural and Geotechnical Engineering
- General Engineering
- Right-of-Way Management
- Construction Management

Transportation Design is responsible for maintaining a high quality, safe, and balanced transportation system. They design major new roadway improvements and manage the Street Improvement, Street Rehabilitation, and Bicycle Programs.

Structural and Geotechnical Engineering inspects and maintains the integrity of bridges, retaining walls, and other structures that are needed for the transportation system. They manage the Bridge, Hillside Stairway, and Retaining Wall and Landslide Programs.

General Engineering provides civil engineering, surveying, and project management services to many other City agencies. They manage projects at Lunken and Blue Ash Airports, City parking facilities, and other major City projects.

Right-of-Way Management enforces codes and regulations governing the use of the public right-of-way in the City of Cincinnati, overseeing private construction affecting city streets. They also manage the Sidewalk Safety Program.

Construction Management provides quality control, contract administration, construction inspection, street rehabilitation set-up, and regulatory guidance for City construction projects. Every effort is made to maintain project quality and schedule while minimizing disruption to citizens and neighborhoods during construction periods.

### Transportation Planning and Urban Design Division

The Transportation Planning and Urban Design Division develops regional and citywide transportation plans and policies coordinating transportation needs with land use planning to achieve the City's objectives. They take into consideration highway, roadway, transit, railroad, pedestrian, and bicycle travel modes. The division also provides urban design citywide for major projects such as the riverfront, convention center, neighborhood business districts, and housing and commercial areas.

### **Transportation Planning and Urban Design Sections**

- Architecture and Urban Design
- Transportation Planning

Architecture and Urban Design provides its numerous clients with a broad range of professional services, including urban design, architectural design, graphic design, and project management. They administer the Skywalk and neighborhood gateway capital programs. They also provide administrative support to the Urban Design Review Board and design review for the Environmental Quality District hearings in the City.

Transportation Planning incorporates design and planning to ensure the safe and efficient movement of people and goods in the City and the region. They participate and represent the City on regional transportation planning initiatives such as the Eastern Corridor, Interstate 75, and the Brent Spence Bridge Replacement Study. They serve a critical role reviewing potential housing and commercial developments to manage access and limit traffic impact and aid in the design and review of street improvements, which include traffic control initiatives, geometric changes, pavement marking, and signing.

### **Traffic Engineering Division**

The Traffic Engineering Division is responsible for the safe and efficient movement of vehicular and pedestrian traffic in the public right-of-way through the use of traffic control devices, control of curb space, pavement marking, and roadway lighting systems, while balancing aesthetic and economic considerations.

#### **Traffic Engineering Sections**

- Electrical Design Sections
- Traffic Control Section

Electrical Design provides technical expertise for the design and management of the City's traffic signal and roadway lighting systems. This includes traffic signals, streetlights, school zone flashers, and a Computerized Traffic Control System. They also manage agreements and coordinate with Cinergy Corporation for streetlights on Cinergy utility poles. They provide continual monitoring to ensure proper monthly billing for the over 17,000 lights.

Traffic Control is responsible for all traffic control and the management of roadway work zones within the City. This responsibility includes determining street signage and pavement marking designs, arranging for road construction detours, placement of parking meters and no-parking zones, and providing traffic control for special events and emergencies.

### **Aviation Division**

The Aviation Division manages Cincinnati Municipal Lunken and Blue Ash Airports to provide aviation access to the citizens of the region. Both airports serve in a reliever role for Cincinnati/Northern Kentucky International Airport. Lunken is focused on meeting general and corporate aviation needs and Blue Ash primarily operates as a general aviation airport supporting private pilots. The City is continually striving to balance the aviation needs of the region while respecting the adjacent neighborhoods and communities.



# City of Cincinnati

Department of Transportation & Engineering

## Department of Transportation & Engineering Key Contacts

### ***Office of the Director***

Eileen Enabnit, Director 352-6232

### ***Aviation Division***

Fred Anderton, Airport Manager 352-6340

Elaine Luchi, Airport Administration 352-6340

### ***Engineering Division***

Don Rosemeyer, City Engineer 352-3720

Kim Conn, Structures and Geotechnical 352-3428

Don Gindling, Construction Management 352-1518

Mike Niswonger, Right-of-Way Management 352-6237

Bob Vickrey, General Engineering 352-3608

Joe Vogel, Transportation Design 352-1523

### ***Transportation Planning and Urban Design Division***

Michael Moore, City Architect 352-3303

Martha Kelly, Transportation Planning 352-3648

Jack Martin, Architecture and Urban Design 352-3240

### ***Traffic Engineering Division***

Steven Bailey, City Traffic Engineer 352-1925

Steve Niemeier, Principal Engineer 352-3738

Roy Jones, Electrical Design Section 352-3737

Jon Childress, Traffic Control Section 352-3729

### ***Services***

Street and Sidewalk Permits 352-3463

Permit Inspection 352-3451

Sidewalk Complaints 352-4503

Street Contractor Licenses 352-3463

Street Addresses 352-5293

Street Construction Management 352-3422

Bridges/Retaining Wall Program 352-3427

Street Rehabilitation Program 352-6235

Traffic Signal Problems 352-3737